

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

Date: June 16, 2025
Time: 7:00 p.m.
Location: Cafeteria
904 Mullica Hill Road
Harrisonville, NJ 08039

A. Meeting Called To Order

Meeting called to order at 7:02 p.m. by Board President, Joan Pino-Talbot.

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

Joan Pino-Talbot, Carrie Selb, Toni Buckley, Dana Carfaro, Cheryl Easterling, Janice, Huggins, Howard Mattson, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Elizabeth Winterburn, Chief School Administrator

Absent: Jennifer McIlvaine

E. Student Recognition

PreK	Madison Vodofsky
Kindergarten	Alex Mazzoni
1st Grade	Owen Weber
2nd Grade	Ashlynn Ross
3rd Grade	Taylor Bonzella
4th Grade	Theodore Gular
5th Grade	Xander Meade
6th Grade	Grace Grassia
Art	Emma Easterling
Physical Education	Elliana McCarthy
World Cultures	Jeremy Rubino
Music	Peyton Nixon

All Year Distinguished Superintendent's Honor Roll: This award recognizes and honors students who have earned all A's each trimester during the school year.
Award Recipient: Aiden Manno

F. Presentations & Discussions

None at this time.

G. Public Comment

Nicholas Lacovara, 836 Franklinville Road, commented that he was having an issue accessing the District website. He also inquired on budget cuts and if the District has its own School Resource Officer. Mr. Lacovara also mentioned he runs a local 4H Club if the District was interested in future field trips to his local farm.

H. Executive Session

1. HIB Discussion

I. Approval of Minutes

Motion by Mrs. Selb, seconded by Mr. Talbot
 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 May 19, 2025
2. Executive Meeting Minutes from May 19, 2025

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-27 as follows:

Motion to open discussion of agenda items.
 Motion by Mr. Mattson, seconded by Mrs. Selb

All in Favor? Aye

K. Personnel

1. 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
Michele LaMalfa	6th Grade Activities Coordinator	TBD	\$1,200	Appointment	9/1/2025-6/30/2026
Christine Fretz	Mentor	N/A	\$500	Appointment	14 Academic Weeks Beginning 9/1/2025

2. 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
Kylie Goodrich	Preschool Teacher	\$55,273 BA+10-Step 4	Step level move based on contractual guidelines	9/1/2025

3. 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
Kate Bechs	School Social Worker	SHTES	MA Step 7/ \$59,904	Appointment	9/1/2025

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
Katie Bechs	School Social Worker	NTE 5 Days	\$45/hr	CST Duties	TBD

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
EID #8253	Lunch/ Playground Aide	SHTES	Resignation	6/3/2025	<1 Year
EID #8232	Preschool Teacher	SHTES	Resignation	6/30/2025	2.5 Years

L. General Administration

1. Enrollment Reports as of May 31, 2025
 - i. Enrollment Report

Grade Level	Current Totals	June 30, 2024
PK	59	54
K	32	39
1	41	44
2	49	41
3	37	42
4	46	35
5	35	53
6	51	38
Resident Students	326	320
Choice Students	24	26
District Total	350	346

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison May 12, 2025	2:05 PM 2:10 PM	Fire Drill
South Harrison May 14, 2025	10:05 AM 10:10 AM	Hold Drill
South Harrison May 20, 2025	8:00 AM 8:20 AM	Fire Drill

3. Student Discipline, Violence/Vandalism, HIB as of May 31, 2025

Infraction Reports	No. of Incidents this Month	2024-2025 Total-To-Date	2023-2024 Total
Detentions	7	85	63
Suspensions	1	3	4
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	1	0
Harassment/Intimidation/Bullying Affirmed	0	1	0

4. Hiring of Vacant Positions

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education give the Superintendent the authority to hire for any vacant positions before the August 18, 2025 Board meeting, as needed.

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

BE IT RESOLVED that the following staff professional development be retroactively approved as recommended by the Chief School Administrator:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Brainspring	Virtual	7/15/25	Joseph Innaurato	Phonics First Level 1	\$1,350 Employee Compensation (\$45/hr for 30 hrs)

N. Financial

1. Meeting of the Facilities & Finance Committee - Mrs. McIlvaine, 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 April 2025. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of April 2025.
- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2025. 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. April 2025 Line Item Transfers for the 2024-2025 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:

6/30/2025	\$438,819.55	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 April 30, 2025.

5. Logan Township Transportation Jointure

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the joint transportation agreement with Logan Township Board of Education for the following route for the 2025-2026 Extended and Regular School Year:

Host District's Route Number	Destination	Number of Host District Students	Number of Jointure District Students	Jointure Cost
L-ADS1	Archbishop Damiano School	1	1	\$246/per diem

6. BR Williams, Inc Transportation Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the following transportation quotes for To/From Transportation Route(s) as follows to BR Williams, Inc. for the 2025-2026 Extended School Year.

Route	Quoted Cost Per Diem	Quoted Cost Per Diem Per Aide	Total Per Diem Cost	Mileage Increase/Decrease
SHESY2025	\$216.00	\$46.25	\$262.25	\$1.50

7. 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 2025-2026 School Year:

Route	Annual Cost
SH1	\$37,582.32
SH2	\$37,582.32
SH3	\$37,582.32

SH4	\$37,582.32
SH5	\$37,582.32
Total	\$187,911.61

8. 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 2025-2026 School Year:

Route	Annual Cost
SH9	\$45,126.92 (includes aide)
Total	\$45,126.92

9. 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 2025-2026 School Year:

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

10. SHES2024-1 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 2025-2026 School Year:

Route	Annual Cost
SH10	\$55,681.03 (includes aide)
SH11	\$55,681.03 (includes aide)
Total	\$111,362.06

11. Home Care Therapies Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Home Care Therapies, LLC for substitute nursing services for the 2025-2026 school year, at the specified rate dependent on nursing needs.

12. Lifespan Psychiatry Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Lifespan Psychiatry, LLC for psychiatric services for the 2025-2026 school year, at the specified rate dependent on student needs.

13. GCSSSD ESY CRESS Agreement

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 2025-2026 ESY CRESS Services:

Service	Frequency	Cost
Physical Therapy	3 hours/week= 12hrs	\$1,344 (\$112/hr)

14. KLG Pediatric Therapy ESY Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with KLG Pediatric Therapy for 2025-2026 ESY Services:

Service	Frequency	Cost
Occupational Therapy	7 hours/week= 28hrs	\$2,436 (\$87/hr)

15. Let's Talk Speech Therapy ESY Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Let's Talk Therapy Services, LLC for 2025-2026 ESY Services:

Service	Frequency	Cost
Speech Therapy	20 Days	\$65/hr

16. New Jersey Department of Education Waiver Application

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the New Jersey Department of Education Waiver Application. This waiver is to approve a preschool classroom without a bathroom in the classroom, however it is within the line of sight of a bathroom.

17. Aramark Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Aramark Management Services LLP Master Service Agreement and Statement of Work at a monthly cost of \$16,128.28 with an annual cost of \$193,539.36 for the 2025-2026 school year.

18. Systems 3000 Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Systems 3000 renewal for the Software License Agreement in the amount of \$13,064 for the 2025-2026 school year.

19. 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, 2025 through June 30, 2026; and, In accordance with 18A:18A-2 governing Professional Services:

- i. Financial Advisor - Phoenix Advisors, Inc., at a base fee of \$1,350, \$450 per issue set-up charge and \$250 for each Event filing
- ii. School Solicitor- Comegno Law Group, P.C., at an hourly rate of \$205 for Attorneys and \$100 for Paralegals
- iii. Bond Counsel- Wilentz, Goldman & Spitzer, P.A., at an hourly rate of \$175.00 for attorney services and additional costs per the fee schedule
- iv. School Architect- Garrison Architects, at an hourly rate of \$150.00 for Principals and additional costs per the fee schedule
- v. Auditor- Ford, Scott & Associates, L.L.C. \$27,000

20. 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, 2025 through June 30, 2026:

Department	2024/2025	2025/2026
Child Study Team Supervisor Services	\$32,322	\$33,938
Facility Maintenance Services	\$98,246	\$35,000
Curriculum Supervisor Services	\$33,971	\$35,670
Information Technology Management Services	\$100,101	\$105,106
School Business Administration/Business Office Services	\$99,877	\$104,871
TOTAL	\$364,517	\$314,585

21. 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 2025-2026 school year:

Board Secretary	Christian Albadine
Affirmative Action Officer	Elizabeth Winterburn
School Safety Specialist	Katie Sachs
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	Elizabeth Winterburn
Homeless Liaison	Laura Flynn
DYFS Liaison	Laura Flynn
Title IX Coordinator	Elizabeth Winterburn
Official for Investments and Wires	Christian Albadine
H.I.B. Coordinator	Katie Sachs
H.I.B. Specialist	TBD

22. 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 2025-2026 school year.

Account	Financial Institution	Signatory	Individual
Custodian Account 3 signatures required	Citizens Bank	Board President Business Administrator Chief School Administrator	Joan Pino-Talbot Christian Albadine Elizabeth Winterburn
Payroll Account 2 signatures required	Citizens Bank	Business Administrator Chief School Administrator	Christian Albadine Elizabeth Winterburn
Payroll Agency Account 2 signatures required	Citizens Bank	Business Administrator Chief School Administrator	Christian Albadine Elizabeth Winterburn
Student Activity Account 2 signatures required	Citizens Bank	Board President Business Administrator Chief School Administrator	Joan Pino-Talbot Christian Albadine Elizabeth Winterburn

23. Transfer of Current Year Surplus

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to approve the following resolution for Transfer of Current Year Surplus to:

a. Capital Reserve Resolution:

WHEREAS, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-13 and N.J.A.C. 6A:23A-14.3 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes and code authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the South Harrison Township Elementary School District Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve Account, and

WHEREAS, the South Harrison Township Elementary School District Board of Education has determined that up to \$1,000,000 is available for such purpose of transfer to the Capital Reserve.

NOW THEREFORE BE IT RESOLVED, by the South Harrison Township Elementary School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

b. Maintenance Reserve Resolution:

WHEREAS, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-13 and N.J.A.C. 6A:23A-14.3 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes and code authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the South Harrison Township Elementary School District Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve Account, and

WHEREAS, the South Harrison Township Elementary School District Board of Education has determined that up to \$1,000,000 is available for such purpose of transfer to the Maintenance Reserve.

NOW THEREFORE BE IT RESOLVED, by the South Harrison Township Elementary School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

24. Designation of Chief School Administrator: Transfer Authority

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education appoint as provided by N.J.S.A. 18A22-8.1 amended, the Chief School Administrator or designee, be designated to approve such item transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regularly scheduled meeting of the Board of Education.

25. Procurement of Goods and Services Through State Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve,

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the South Harrison Township Elementary School District Board of Education desires to authorize its purchasing agent, for the period July 1, 2025 through June 30, 2026, to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as awarded by said agency.

26. Authorization to Pay Claims Between Meetings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve authorization to be granted to the School Business Administrator to pay claims between monthly meetings of the Board of Education and be ratified at its next regularly scheduled meeting in accordance with N.J.S.A. 18A:19-4.1 for the period July 1, 2025 through June 30, 2026.

27. COMPLIANCE WITH PL2015, CHAPTER 47

Pursuant to PL 2015, Chapter 47 the South Harrison Township Elementary School District Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

<u>Service</u>	<u>Contractor</u>	<u>Status</u>
Substitute Nurses	Bayada Professional Medical Staffing, LLC	Renew
Health Benefits Broker	Conner Strong & Buckelew	Renew
Transportation Services	Holcomb Bus Company B.R. Williams, Inc.	Renew
Professional Educational Services	Gloucester County Special Services School District	Renew
Behavioral/Educational Consultation	Amazing Transformations, LLC	Renew
Snow Removal/ Landscaping	Four Seasons	Renew
Food Service Management	Nutri Service Food Management, Inc	Renew
Solicitor	Comegno Law Group, P.C	Renew
Auditor	Ford, Scott & Associates, L.L.C.	Renew
Financial Advisor	Phoenix Advisors, Inc.	Renew
Bond Counsel	Wilentz, Goldman & Spitzer, P.A.	Renew
Architect	Garrison Architects	Renew
Substitute Staffing	ESS Northeast, LLC, ESS Support Services, LLC,	Renew
OT/PT Services	KLG Pediatric Therapy, LLC Gloucester County Special Services School District	Renew
Custodial Management	Aramark Management Services Limited Partnership	Renew

ROLL CALL:

Roll Call Vote:

Aye - 8

Nay - 0

Abstained- Mrs. Selb, N-20

O. Policy

1. Meeting of the Policy & Communication Committee - Mrs. Cheryl Easterling, 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

By January 30, 2025, the school community will be surveyed to determine interest in expanded courses for future school years. Once identified, the district will explore funding opportunities to implement new offerings.

ii. Facilities and Finance

During the 2024-2025 school year, the District will work with our local Fire Marshall and Police Department to evaluate and improve school safety. Exploration will be focused on improvements to our security system and the possible addition of a School Security Officer.

iii. School Culture

By March 30, 2025, the School Administration will survey the community and prepare a suggested calendar of events to engage our community in the life of the district.

Q. New Business

1. NJSBA Consultant to discuss South Harrison Township Elementary School District Board of Education's Strategic Plan.

R. Executive Session

None at this time.

S. Adjournment

Motion by Dr. Buckley, second by Mr. Talbot, that the Board of Education adjourn the meeting at 8:19 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator