

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

Date: August 18, 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 7:00 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 ensure 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, Howard Mattson, Jennifer McIlvaine, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Elizabeth Winterburn, Chief School Administrator

Absent: Cheryl Easterling, Janice Huggins

E. Student Recognition

None at this time.

F. Presentations & Discussions

None at this time.

G. Public Comment

Eric Bennett, a representative from the Kingsway Youth Basketball Program, thanked the Board of Education for the facilities usage for their program.

R. Mucci, grandparent of a new South Harrison student, expressed how she was looking forward to attending the Board of Education meetings to further learn more about the school and programs offered.

H. Executive Session

None at this time.

I. Approval of Minutes

Motion by Dr. Buckley, 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 16, 2025
2. Executive Meeting Minutes from June 16, 2025
3. Special Meeting Minutes from June 30, 2025
4. Special Executive Meeting Minutes from June 30, 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 O-2 as follows:

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

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
Bethany Bakley	Nurse	NTE 10hrs	\$45/hr	Summer Work	As Needed
Nick Deitz	Teacher	NTE 20hrs	\$45/hr	Advanced Math Curriculum Writing	7/1-8/31/2025
Michele LaMalfa	Teacher	NTE 20hrs	\$45/hr	Advanced Math Curriculum Writing	7/1-8/31/2025
Kathryn Tranz	Teacher	NTE 20hrs	\$45/hr	Advanced Math Curriculum Writing	7/1-8/31/2025

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
Jamie Caporale	Preschool Teacher	SHTES	BA Step 4 \$57,754	Appointment	9/1/2025
Jennifer Palestini	Guidance Counselor	SHTES	MA Step 10 \$66,404	Appointment	9/1/2025

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
Gillian Blades	Elizabethtown College	Internship	Kate Guzzetti	Fall 2025

L. General Administration

1. Enrollment Reports as of June 30, 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 June 2, 2025	8:40 AM 8:50 AM	Fire Drill

South Harrison June 11, 2025	9:00 AM 9:04 AM	Shelter in Place Drill
South Harrison July 17, 2025	10:30 AM 10:35 AM	Fire Drill
South Harrison July 22, 2025	10:31 AM 10:35 AM	Shelter in Place Drill

3. Student Discipline, Violence/Vandalism, HIB as of June 30, 2025

Infraction Reports	No. of Incidents this Month	2024-2025 Total-To-Date	2023-2024 Total
Detentions	4	89	63
Suspensions	1	4	4
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	1	0
Harassment/Intimidation/Bullying Affirmed	2	3	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 September 15, 2025 Board meeting, as needed.

5. Emergency Virtual or Remote Instruction Program Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Emergency Virtual or Remote Instruction Program Plan, as recommended by the Chief School Administrator.

6. Emergency Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Emergency Plan, as recommended by the Chief School Administrator.

7. Professional Development & Mentoring Plan

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Professional Development & Mentoring Plan, as recommended by the Chief School Administrator.

8. 2025/2026 Student Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Handbook 2025/2026, as recommended by the Chief School Administrator.

9. 2025/2026 Student Gifted & Talented Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Gifted & Talented Handbook 2025/2026, as recommended by the Chief School Administrator.

10. 2025/2026 Student Code of Conduct

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Code of Conduct 2025/2026, as recommended by the Chief School Administrator.

11. 2025/2026 Staff Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Staff Handbook 2025/2026, as recommended by the Chief School Administrator.

12. Curriculum

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 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.

2. Professional Development- Tuition Reimbursement

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
Introduction to EC Spec. Education/ Bldg. Mean Cur/Dev Math & Science	New Jersey City University	Fall 2025	Kylie Goodrich	Continuing Education	\$5,493.54
Learning & Motivation/ Classroom Management	New Jersey City University	Fall 2025	Laura Hirst	Continuing Education	\$5,493.54

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 May and June 2025. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of May and June 2025.
 - ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May and June 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. May and June 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:

7/31/2025	\$474,039.56	Bills
8/31/2025	\$154,371.15	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, 2025 and June 30, 2025.

5. FY26 Breakfast & Lunch Prices

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the FY26 Breakfast and Lunch Prices:

Meal	Cost
Milk	\$0.60
Breakfast	\$1.60
Student Lunch	\$3.80

Adult Student Lunch	\$4.50
Adult Special Lunch	\$4.50

6. 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 2025/2026 Regular and Extended School Year for SID #5877129356 for the amount of \$66,187.80 .This contract also includes extraordinary services for an additional amount of \$44,730.

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 2025/2026 Regular School Year:

Type of Service	Amt. Time Requested	Total Hours/Days	Fee	Total
Speech Therapy	5 days/week (Full Time)	184 days	\$617/day	\$113,528
Physical Therapy	1 day/week	37 days	\$617/day	\$22,829
Speech Therapy	3 hours/week	99 hours	\$112/hr	\$11,088

8. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2025/2026 agreement with Environmental Safety Management Corporation for one (1) annual Mercury Monitoring Event of the Multi-Purpose Room floor at a rate of \$3,000.

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

10. Use of Facilities

Motion to approve South Harrison Township Soccer Club to use the MultiPurpose Room on Fridays beginning January 9, 2026 through March 27, 2026, during after school hours. Approval of the use of the MultiPurpose Room is based on 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

11. Water Infrastructure Improvement Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the Water Infrastructure Improvement Grant application (submission August 25, 2025) for upgrades to 32 drinking water outlets within the South Harrison School District, with authorization for the Superintendent or designee to execute all necessary documents. Local funding will be used if any single item exceeds the \$6,000 grant funding limit.

12. 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 2025/2026 school year as follows:

Title 1-A \$34,206
Title II-A \$6,693
Title IV Part A \$10,000

13. IDEA Federal Grant

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 \$69,042 IDEA Basic and \$3,044 IDEA Preschool.

14. REAP Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the REAP grant (Small, Rural School Achievement Program) for 7-1-2025 to 9-30-2026 for an amount of \$42,457.

15. Capital Reserve – Other Capital Projects

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education include that in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$30,000 for other capital project costs related to Cafeteria HVAC service and repairs. The total cost of this project is \$30,000, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

16. Resolution to Increase the Bid Threshold

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts whose School Business Administrator/Board Secretary does not possess a Qualified Purchasing Agent Certificate, from \$32,000, to \$39,000, effective July 1, 2025;

WHEREAS, the (Name of Board of Education) would like to take advantage of the maximum statutory bid threshold amount of \$39,000;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$39,000 for the school district, and further authorizes the School Business Administrator/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

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 19, 2025 Board of Education meeting, the tax levy schedule for the 2025/2026 fiscal year as follows and to 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			
2025-2026 Tax Payment Schedule			
	General Fund	Debt	Total
7/10/2025	465,108.40	363,996.00	829,104.40
8/10/2025	465,108.40	-	465,108.40
9/10/2025	372,086.72	-	372,086.72
10/10/2025	372,086.72	-	372,086.72
11/10/2025	372,086.72	-	372,086.72
12/10/2025	372,086.72	-	372,086.72
1/10/2026	372,086.72	363,996.00	736,082.72
2/10/2026	372,086.72	-	372,086.72
3/10/2026	372,086.72	-	372,086.72
4/10/2026	372,086.72	-	372,086.72
5/10/2026	372,086.72	-	372,086.72
6/10/2026	372,086.72	-	372,086.72
Total Raised			5,379,076.00

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.

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
P 0174, P 0177, P 1570, P 6220, P 5339.01

Motion to approve agenda items K-1 through O-2:
 Motion by Dr. Buckley, seconded by Mrs. Carfaro

ROLL CALL:
 Roll Call Vote:
 Aye - 7
 Nay - 0
 Abstained- 0

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. The Board of Education approved the 2025/2026 Board Goals:
 - a. Student Achievement/Instruction
 - b. Safety
 - c. Facilities and Finance
2. The Board of Education approved the contract with the NJSBA for the 25/26 Strategic Planning using the 3D Model in the amount of \$4,500.

Motion to approve New Business items 1 through 2:
Motion by Mrs. McIlvaine, seconded by Dr. Buckley

R. Executive Session

None at this time.

S. Adjournment

Motion by Mr. Mattson, second by Dr. Buckley, that the Board of Education adjourn the meeting at 8:20 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator