

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

---

Date: September 15, 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, Cheryl Easterling, Jennifer McIlvaine, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Elizabeth Winterburn, Chief School Administrator

Absent: Howard Mattson, Janice Huggins

**E. Student Recognition**

None at this time.

**F. Presentations & Discussions**

Kindergarten Entry Assessment Data Presentation

**G. Public Comment**

Mr. Gular inquired on approval for the use of the Gymnasium for a Youth Basketball League.

**H. Executive Session**

None at this time.

**I. Approval of Minutes**

Motion by Mr. Talbot, seconded by Mrs. Carfaro  
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 August 18, 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-4 as follows:

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

All in Favor? Aye

**K. Personnel**

1. Appointments and Reappointments

BE IT RESOLVED that the following motion be amended from original approval at the June 30, 2025 Board of Education meeting to clarify that 40% of the following employee's salary is to be paid with Title I funds 20-231-100-101-00:

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
Jennifer Palestini	Counselor	SHTES	MA10 \$66,404	Appointment	9/1/2025

2. Appointments and Reappointments

BE IT RESOLVED that the following motion be amended from original approval at the August 18, 2025 Board of Education meeting to correct the degree level of the employee as follows:

Name	Position	Location	Guide/ Step Salary	Reason	Effective Date
Jamie Caporale	Preschool Teacher	SHTES	MA Step 4 \$57,754	Appointment	9/1/2025

3. 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 #8248	Lunch/ Playground Aide	SHTES	Resignation	9/1/2025	<1 Year

**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 August 2025	N/A	N/A

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 October 20, 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.*

**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 July 2025. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of July 2025.
  - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of July 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. July 2025 Line Item Transfers for the 2025-2026 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:

9/30/2025	\$262,220.47	September 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 July 31, 2025.
5. Preschool Expansion Aid Carryover  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the acceptance of the additional carryover funds from the 2024/2025 Preschool Expansion Aid budget year for a total amount of \$80,772.06.

6. Salem County Special Services School District Tuition Contract  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Salem County Special Services School District for the 2025/2026 Regular School Year for SID #2949302590 for the amount of \$68,881. This contract also includes extraordinary services for an additional amount of \$59,717.
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 2025/2026 Regular School Year for SID #7102415829 for the amount of \$37,796. This contract also includes extraordinary services for an additional amount of \$46,732.14.
8. CRESS Services Proposals  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the agreement with Gloucester County Special Services School District for CRESS Services for the 2025/2026 Regular School Year.
9. Learning Disability Evaluations  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Ron Elwell for CST Evaluations at a rate of \$350.
10. FOCUS Grant  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the FOCUS grant (Funding for Optimal Comprehensive Universal Screener) for an amount of \$1,660.
11. Use of Facilities  
Motion to approve the Girl Scouts of Central and Southern New Jersey to use the Library one Friday per month beginning September 26, 2025 through May 29, 2026, during after school hours. Approval of the use of the Library is based on the Girl Scouts of Central and Southern New Jersey 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 Girl Scouts Troop 67428 to use the Library one Friday per month beginning September 18, 2025 through May 15, 2026, during after school hours. Approval of the use of the Library is based on Girl Scouts 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

13. Use of Facilities

Motion to approve Cub Scout Pack 7244 to use the Cafeteria on May 9, 2026, during after school hours. Approval of the use of the Cafeteria is based on Cub Scout Pack 7244 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 the South Harrison Basketball Association to use the MultiPurpose Room Monday through Thursday beginning November 3, 2025 through March 31, 2026, during after school hours. Approval of the use of the MultiPurpose Room is based on the South Harrison Basketball Association 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 - 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 1636.01, P 2422

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

4. Abolish Policy/ Regulation

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies be abolished.

Policy/Regulation #'s
P 1648.15

Motion to approve agenda items K-1 through O-4:

Motion by Dr. Buckley, seconded by Mrs. Carfaro

ROLL CALL:

Roll Call Vote:

Aye - 7

Nay - N-3, McIlvaine

Abstained- N-12, Easterling

**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. Board of Education Goals

**R. Executive Session**

None at this time.

**S. Adjournment**

Motion by Dr. Buckley, second by Mrs. Easterling, that the Board of Education adjourn the meeting at 8:15 PM.

Motion carried unanimously.

Respectfully submitted,

---

Christian Albadine  
School Business Administrator