

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

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Date: November 17, 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, Cheryl Easterling, Janice Huggins, Jennifer McIlvaine, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Elizabeth Winterburn, Chief School Administrator

Absent: Toni Buckley, Dana Carfaro, Howard Mattson

**E. Student Recognition**

PreK	Dominick Marino
Kindergarten	Haven Hiriak
1st Grade	Leila Toner
2nd Grade	Andie Heston
3rd Grade	Finley Kershaw
4th Grade	Abigail Murao
5th Grade	Mason Bonzella
6th Grade	Amelia Himmer
Art	Samantha Musick
Physical Education	Theodore Gular
World Cultures	Jax Brown
Music	Gio Alberici

**F. Presentations & Discussions**

**G. Public Comment**

No public comments were made.

**H. Executive Session**

None at this time.

**I. Approval of Minutes**

Motion by Mr. Talbot, seconded by Ms. Huggins

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 October 20, 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-10 as follows:

Motion to open discussion of agenda items.

Motion by Mrs. McIlvaine, seconded by Mr. Talbot

All in Favor? Aye

**K. Personnel**

1. Child Study Team Supervisor Stipend Position

BE IT RESOLVED, South Harrison Township Elementary School District Board of Education approve Katie Sachs to be the Child Study Team Supervisor effective January 1, 2026 through the remainder of the 2025/2026 school year at a stipend of \$5,000.

**L. General Administration**

1. Enrollment Reports as of October 31, 2025

- i. Enrollment Report

Grade Level	Current Totals	June 30, 2025
PK	51	59
K	42	32
1	33	41
2	43	49
3	49	37
4	36	46
5	48	35
6	34	51
Resident Students	310	326
Choice Students	26	24
District Total	336	350

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison October 2, 2025	8:15 AM 8:25 AM	Bus Evacuation Drill
South Harrison October 24, 2025	9:16 AM 9:26 AM	Fire Drill

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

Infraction Reports	No. of Incidents this Month	2025-2026 Total-To-Date	2024-2025 Total
Detentions	8	13	89
Suspensions	0	0	4
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	0	1
Harassment/Intimidation/Bullying Affirmed	0	0	3

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 December 15, 2025 Board meeting, as needed.

**M. Curriculum & Instruction**

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

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

2. Preschool Operational Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the 2026/2027 Preschool Operational Plan and the projected Preschool Enrollment for FY27 to be: 29 seats for 3 year old General Education students and 41 seats for 4 year old General Education students.

**N. Financial**

1. Meeting of the Facilities & Finance Committee - The committee did not meet.

*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 September 2025. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of September 2025.

- ii. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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. September 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:

11/30/2025	\$386,434.96	November 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 September 30, 2025.

5. JIF Membership Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Resolution and Indemnity & Trust Agreement, to renew membership in the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (GCSSD JIF) for the three year membership term commencing on July 1, 2026.

6. Comprehensive Maintenance Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to accept and submit the updated Comprehensive Maintenance Plan and Form M-1 to the County Office.

7. 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	Spaghetti Dinner	PEEC Funds	12/4/2025

8. Use of Facilities

Motion to retroactively approve the South Harrison PTO to use the Cafeteria on November 11, 2025, during before and current school hours. Approval of the use of the Cafeteria 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

9. Use of Facilities

Motion to approve the South Harrison Township Parks and Recreation to use the Kitchen and Cafeteria on December 13, 2025, during after school hours. Approval of the use of the Kitchen and Cafeteria is based on the South Harrison Township Parks and Recreation 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

10. Use of Facilities

Motion to approve the South Harrison PTO to use the Multi Purpose Room on November 20, 2025, during after school hours. Approval of the use of the MultiPurpose 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

Motion to approve agenda items K-1 through N-10:

Motion by Mrs. Selb, seconded by Mr. Talbot

ROLL CALL:

Roll Call Vote:

Aye - 6

Nay - 0

Abstained- 0

**O. Policy**1. Meeting of the Policy & Communication Committee - The committee did not meet.

*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.

**Goal 1- Safety**

By January 30,2026, the District will discuss costs and opportunities to improve school safety in an effort to strengthen partnerships with local law enforcement and emergency management officials. Exploration will be focused on improvement to have a School Resource Officer at South Harrison.

**Goal 2- Facilities and Finance**

During the 2025-2026 school year, the District will work to create a comprehensive Maintenance Plan in order to prioritize long-term capital planning for aging infrastructure and sustainability.

**Goal 3- Student Achievement/Instruction**

During the 2025-2026 school year:

Student Achievement

- Students who have achieved **Principal's List** and **Superintendent's List** honors will be formally recognized at Board of Education meetings. A recognition schedule will be developed and shared with the BOE for October 2025-April 2026.

Date & Instructional Progress Sharing

- Student instructional and assessment data will be presented to the BOE three times annually (after fall, winter, and spring benchmarks) to review progress toward district academic goals and guide instructional planning.

**Q. New Business**

**R. Executive Session**

None at this time.

**S. Adjournment**

Motion by Mrs. Selb, second by Mrs. McIlvaine, that the Board of Education adjourn the meeting at 7:48 PM.

Motion carried unanimously.

Respectfully submitted,

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Christian Albadine  
School Business Administrator