

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

Date: April 27, 2026
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*, Dana Carfaro, Cheryl Easterling, Howard Mattson, Jennifer McIlvaine, Joseph Talbot, Mark Welker, Christian Albadine, School Business Administrator/Board Secretary, Elizabeth Winterburn, Chief School Administrator

Absent

Toni Buckley

**Carrie Selb arrived after roll call.*

E. Student Recognition

PreK	Ella Voit
Kindergarten	Adam VanSant
1st Grade	Cillian Callahan
2nd Grade	Noah Castellini
3rd Grade	Ashlynn Ross
4th Grade	Raelyn Graf
5th Grade	Jax Pandorf
6th Grade	Anthony Ross
Art	Molly Green
Physical Education	Morgan Beckley
World Cultures	Mical Obiri-Yeboah
Music	Logan Borger

Superintendent's List

Alyssa Almeida	Asher Green	Violet Morris	Corbin Baker	Athena Greeny
Andrew Bennett	Brendan Hemphill	Anastasia Morrow	Austin Beach	Amelia Himmer
Mason Bonzella	Makenzie Hennigan	Samantha Musick	Kaitlyn Beckley	Kristine Kilgus
Reed Brown	Chase Heston	Anastasia Morrow	Cassidy Brun	Magdalena Paraskevas
Daniel Castellini	Alexa Kevil	Riley Nixon	Natalie Cannella	Theresa Pepe
Ava Easterling	Hannah Laigaie	Mical Obiri-Yeboah	Joseph Damminger	Laurelei Powell
Emma Easterling	Molly Lewis	Nolan O'Leary	Caleb Eisenhart	Alexandria Richardson
Aspen Fife	Ally Little	Naeva Wolfinger	Grayson Forosisky	Braedon Ward

Principal's List

Harrison Adams	Finn McIlvaine	Jacob Patterson	Grayson Gabler	Dillon Pride
Brooklyn Battista	Adalyn McKeever	Frank Reino	Jack Kettinger	Anthony Ross
Pierce Catalano	Marlayna Mendez	Riley Scolpino	Harrison Lin	Michael Sharp
Francesco Cennamo	Cole Mickel	Landon Selb	Vincent Linden	Haris Tsoplakis
Theodore Gular	Annabelle Murao	Kristoff Yurchenko	Xander Meade	Richard Vermeeren
Peyton Lewis	Jax Pandorf	Logan Borger	Peyton Nixon	Jeremy Young

F. Presentations & Discussions

1. Teacher of the Year Presentation: Nick Deitz
2. 2026/2027 Public Hearing on budget by Dr. Elizabeth Winterburn, Superintendent and Christian Albadine, School Business Administrator

G. Public Comment

No public comments were made.

H. Executive Session

I. Approval of Minutes

Motion by Mrs. McIlvaine, 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 meeting:

1. Regular Meeting Minutes from March 23, 2026

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 Mr. Mattson, seconded by Mrs. Selb

All in Favor? Aye

K. Personnel

1. Appointments and Reappointments - Non-Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2026/2027 school year be approved as recommended by the Superintendent:

*All certified personnel are approved for Home Instruction on an as needed basis.

Name	Position	Salary
Katie Bechs	Social Worker	\$62,784.00
Lance Bird	Music Teacher	\$66,783.00
Jamie Caporale	PreKindergarten 3 Teacher	\$59,149.00
Abby McCalley	PreKindergarten 4 Teacher	\$56,898.00
Molly Ensminger	PreKindergarten 4 Teacher	\$66,783.00
Kylie Goodrich	PreKindergarten Teacher	\$56,048.00

Jacklyn Guht	Gen Ed Teacher	\$57,908.00
Laura Hirst	PreKindergarten Teacher	\$55,448.00
Jessica Longenbach	Art Teacher	\$57,898.00
Allison Metz	Gen Ed Teacher	\$62,784.00
Jennifer Palestini	Guidance Counselor	\$69,884.00
Katelyn Shapley	Gen Ed Teacher	\$56,048.00
Dennis Summerville	Gen Ed Teacher	\$60,999.00
Stefanie Quinn	Special Ed Teacher	\$78,713.00
Alicia Whitehead	Gen Ed Teacher	\$56,898.00

2. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2026/2027 salary of the following non-represented staff member(s) be approved, as recommended by the Superintendent.

Name	Job Title	Salary
Kelly Elm	Secretary	\$43,638.00
Melissa LaBarbara	Administrative Assistant	\$48,794.35
Andrew Spencer	Maintenance Supervisor	\$73,500.00
Katie Sachs	Assistant Principal	\$98,663.70
Elizabeth Wright	Business Office Secretary	\$48,934.24

3. Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2026/2027 school year be approved as recommended by the Superintendent:

*All certified personnel are approved for Home Instruction on an as needed basis.

Name	Position	Salary
Bethany Bakley	School Nurse	\$84,503.00
Erin Beegal	Teacher	\$72,033.00
Sarah Brown	Teacher	\$72,033.00
Linda Caltabiano	Teacher	\$82,643.00
Jennie Damminger	Teacher	\$75,134.00

Jessica Devecchio	Teacher	\$75,134.00
Nick Dietz	Teacher	\$57,898.00
Christine Fretz	Teacher	\$82,643.00
Heather George	Teacher	\$69,884.00
Michele LaMalfa	Teacher	\$83,263.00
Denise LaPalomento	Teacher	\$82,643.00
Amanda McCart	Teacher	\$75,134.00
Timothy Narcisi	Teacher	\$85,744.00
Lisa Pessa	Teacher	\$66,243.00
Jamie Rohe	Teacher	\$82,643.00
Cherie Sinor	Teacher	\$82,643.00
Kathryn Tranz	Teacher	\$85,744.00
Nicole Triboletti	Teacher	\$72,033.00

4. Affirmative Action Officer

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education appoint Dr. Elizabeth Winterburn as the Affirmative Action Officer.

5. Affirmative Action Team

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education appoint the following staff members to the Affirmative Action Team: Dr. Elizabeth Winterburn, Katie Sachs and Jennifer Palestini.

6. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be retroactively approved as recommended by the Superintendent:

Name	Position	Location	Reason	Effective Date	Years of Service
EID# 8255	Maintenance Supervisor	SHTES	Resignation	2/28/2026	1 Year

7. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be approved as recommended by the Superintendent:

Name	Position	Location	Reason	Effective Date	Years of Service
EID #8251	Teacher	SHTES	Resignation	6/30/2026	1 years
EID #8242	Teacher	SHTES	Resignation	6/30/2026	2 years

L. General Administration

1. Enrollment Reports as of March 31, 2026
 - i. Enrollment Report

Grade Level	Current Totals	June 30, 2025
PK	52	59
K	41	32
1	34	41
2	42	49
3	48	37
4	36	46
5	49	35
6	33	51
Resident Students	310	326
Choice Students	25	24
District Total	335	350

2. Emergency Drills/Calls
 BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the March 23, 2026 Board of Education meeting, the February drills to reflect the 2025/2026 school year:

School/ Date	Time	Drill Description
South Harrison February 6, 2026	9:32 AM 9:39 AM	Lock Down Drill
South Harrison February 11, 2026	2:05 PM 2:10 PM	Fire Drill

School/ Date	Time	Drill Description
South Harrison March 19, 2026	9:02 AM 9:10 AM	Hold in Place Drill
South Harrison March 26, 2026	10:10 AM 10:16 AM	Fire Drill

3. Student Discipline, Violence/Vandalism, HIB as of March 31, 2026

Infraction Reports	No. of Incidents this Month	2025-2026 Total-To-Date	2024-2025 Total
Detentions	6	34	89
Suspensions	1	2	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 May 18, 2026 Board meeting, as needed.

M. Curriculum & Instruction1. 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. Financial1. 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 February 2026. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of February 2026.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2026. 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. February 2026 Line Item Transfers for the 2025-2026 fiscal year as recommended by the Superintendent.
- 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:

4/30/2026	\$457,097.89	April 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 February 28, 2026.

5. 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.

6. CRESS Services Proposal

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 2026/2027 regular school year.

7. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a cooperative transportation agreement with the Gloucester County Special Services School District for the 2026/2027 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for nonpublic routes.

8. Professional Medical Staffing Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an agreement with Professional Medical Staffing, LLC to provide substitute nursing services on an as needed basis beginning July 1, 2026 and ending June 30, 2027, at a rate of \$66/hour for a Registered Nurse (RN).

9. ESS Support Services Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the renewal of the contract with ESS Northeast, LLC, and ESS Support Services, LLC to provide substitute staffing services during the 2026/2027 school year as per the costs set forth in the attached pricing plan.

10. Food Service Management Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the Food Service Management contract to Nutri-Serve Food Management, Inc. for the 2026/2027 school year as the base year. Cost Reimbursable contract with a Flat Fee of \$18,000, NO Guarantee with a total contract price of \$142,197.15.

11. Focus Continuation Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the Focus Continuation Grant in the amount of \$1,248.

12. Appointment of a Risk Management Consultant

WHEREAS, the South Harrison Township Elementary School District Board of Education hereinafter referred to as DISTRICT, is a member of the Gloucester, Cumberland, Salem School District Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint The Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

13. Final 2026/2027 Budget Adoption

WHEREAS, the South Harrison Township Elementary School District Board of Education adopted a tentative budget on March 23, 2026, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 9, 2026, and

WHEREAS, the tentative budget was advertised on the district website on April 10, 2026, and

WHEREAS, the final budget was presented to the public during a hearing held at the South Harrison Township Elementary School District Board of Education located at 904 Mullica Hill Road, Harrisonville, NJ 08039 on April 27, 2026.

WHEREAS, the Board of Education has now determined to make modifications to the tentative budget as follows:

Budget Line	Description	Tentative Budget	Final Budget	Change	Explanation
10-303	Budgeted Fund Balance- Operating budget	218,095.00	318,095.00	100,000.00	Increase anticipated revenues to offset expenditures
11-000-262-420	Cleaning, Repair and Maintenance Services	200,000.00	170,000.00	(30,000.00)	Reallocate expenses
11-000-270-511	Contr Serv (Bet. Home and Sch)-Vendors	330,593.00	404,348.00	73,755.00	ADD preschool transportation
11-000-270-518	Contract. Serv.(Spl. Ed. Students)-ESCs & CTSA's	92,000.00	172,000.00	80,000.00	Add out of district transportation
11-190-100-610	General Supplies	65,800.00	42,045.00	(23,755.00)	Remove tech supplies
20-218-200-420	Cleaning, Repair & Maintenance Svcs.	50,000.00	73,240.00	23,240.00	Add preschool custodial
20-218-200-511	Contr Serv-Trans.(Bet. Home & School)	73,755.00	18,100.00	(55,655.00)	Remove preschool budgeted transportation
20-218-200-600	Supplies and Materials	95,364.00	127,779.00	32,415.00	Add preschool supplies

NOW, THEREFORE, BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education hereby adopts the following final budget for SY 2025-2026:

	General Fund	Special Revenue	Debt Service	Total
2025-2026 Total Expenditures	6,120,975	1,459,172.00	908,200	8,488,347.00
Less Anticipated Revenues	1,376,869.00	1,459,172.00	174,879.00	3,010,920.00
Taxes to be Raised	4,744,106.00	-	733,321.00	5,477,427.00

14. Travel and Related Expense Reimbursements 2026/2027

WHEREAS, the South Harrison Elementary School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the South Harrison Elementary School District Board of Education established \$25,000 as the maximum travel amount for the current school year and has expended \$2,000 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$25,000 for the 2026/2027 school year.

O. Policy

- 1. Meeting of the Policy & Communication Committee - Mrs. 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 1552

- 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 2535

Motion to approve agenda items K-1 through O-3.
Motion by Mrs. Selb, seconded by Mrs. Easterling

ROLL CALL:
Roll Call Vote:
Aye - 8
Nay - 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.

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 Mr. Mattson, second by Mr. Talbot, that the Board of Education adjourn the meeting at 8:15 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator