

SOUTH HARRISON SCHOOL DISTRICT

BOARD OF EDUCATION MINUTES

Date: June 15, 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 7:02 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 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

E. Student Recognition

PreK	Skylar McHugh
Kindergarten	Sara Stang
1st Grade	Josie Longenbach
2nd Grade	Lenex Catalano
3rd Grade	Emersyn Forosisky
4th Grade	Ethan Scott
5th Grade	Adalyn McKeever
6th Grade	Corbin Baker
Art	Naeva Wolfinger
Physical Education	Riley Manno
World Cultures	Xander Meade
Music	Michael Scott

F. Presentations & Discussions

1. End of Year Assessment Data
2. Strategic Plan Presentation

G. Public Comment

No public comments were made.

H. Executive Session

Superintendent Evaluation

I. Approval of Minutes

Motion by Mrs. Selb, seconded by Mr. Mattson

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 May 18, 2026

J. CorrespondenceApproval 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 Mrs. McIlvaine, seconded by Mrs. Carfaro

All in Favor? Aye

K. Personnel

1. Appointments and Reappointments

BE IT RESOLVED, that the following personnel recommendations are approved, as recommended by the Superintendent, upon completion of a background check:

Name	Position	2026-2027	Effective Date
Keri Boone	Special Education Teacher	BA Step 2 \$55,748	9/1/2026

2. Appointments and Reappointments

BE IT RESOLVED, that the following personnel recommendations be retroactively approved, as recommended by the Superintendent to be paid with SHIF Wellness Grant funds 20-001-100-890-00:

Name	Position	Compensation	Reason	Effective Date
Elizabeth Wright	Wellness Coordinator	\$2,000/year	Appointment	9/1/2025-6/30/2026

3. Employment- Co-Curricular Workers

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent:

Name	Position	Hours	Compensation	Reason	Effective Date
Heather George	Student Council	TBD	\$600	Appointment	9/1/2026-6/30/2027
Jessica Devecchio	Student Council	TBD	\$600	Appointment	9/1/2026-6/30/2027
Jackie Guht	Detention Monitor	Time Sheet	\$45/per hour	Admin. Activity	9/1/2026-6/30/2027

4. Change of Status

BE IT RESOLVED, that the following change in status be approved, as recommended by the Superintendent:

Name	Position	Change/Correction	Reason	Effective Date
Kylie Goodrich	Teacher	\$57,908 BA+20 Step 3(5)	Step level move based on contractual guidelines	9/1/2026
Laura Hirst	Teacher	\$56,068 BA+10 Step 1(3)	Step level move based on contractual guidelines	9/1/2026

L. General Administration1. Enrollment Reports as of May 31, 2026

i. Enrollment Report

Grade Level	Current Totals	June 30, 2025
PK	51	59
K	42	32
1	34	41
2	42	49
3	49	37
4	37	46
5	49	35
6	34	51
Resident Students	313	326
Choice Students	25	24
District Total	338	350

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison May 15, 2026	2:10 PM 2:16 PM	Hold Drill
South Harrison May 28, 2026	9:20 AM 9:25 AM	Fire Drill

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

Infraction Reports	No. of Incidents this Month	2025-2026 Total-To-Date	2024-2025 Total
Detentions	5	45	89
Suspensions	1	3	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 August 17, 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 April 2026. The Cash Reconciliation Report and Secretary's Report are in agreement for the months of April and May 2026.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of April and May 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. April and May 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:

6/30/2026	\$383,595.87	June 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 Reports as of April 30th and May 31, 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 and a kindergarten classroom without bathrooms in the classrooms, however they are within the line of sight of a bathroom.

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 2026/2027 Extended School Year.

Route	Quoted Cost Per Diem	Total Route Cost
SHESY26	\$282.00 (includes aid)	\$4,512

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 2026/2027 School Year:

Route	Annual Cost
SH01	\$38,712.60
SH02	\$38,712.60
SH03	\$38,712.60

SH04	\$38,712.60
SH05	\$38,712.60
Total	\$193,563.00

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 2026/2027 School Year:

Route	Annual Cost
SH09	\$46,260.00 (includes aide)
Total	\$46,260.00

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 2026/2027 School Year:

Route	Annual Cost
SH07	\$41,448.60
SH08	\$41,448.60
Total	\$82,897.20

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 2026/2027 School Year:

Route	Annual Cost
SH10	\$57,047.40 (includes aide)
SH11	\$57,047.40 (includes aide)
Total	\$114,094.80

11. SHES2025-1 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 contract term of July 1, 2026 through June 30, 2027:

Route	Annual Cost
SH-GIS	\$56,336.70 (includes aide)
Total	\$56,336.70

12. Kingsway Regional School District Shared Service

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Kingsway Regional School District for the 2026/2027 school year for the following services:

Nonpublic Aid-In-Lieu Program	\$30 per student
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13. SPOT Therapy Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an agreement with SPOT Therapy, LLC to provide occupational and/or physical therapy services and evaluations on an as needed basis beginning July 1, 2026 and ending June 30, 2027, for a total rate not to exceed \$50,000.

14. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2026/2027 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.

15. CM³ Building Solutions Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2026/2027 agreement with CM³ Building Solutions, Inc. to provide maintenance services at a rate of \$22,370.

16. Aramark Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Aramark Management Services LLP Notice of Annual Adjustment with an annual cost of \$201,668.01 for the 2026/2027 school year.

17. Use of Facilities

Motion to approve South Harrison Township Soccer Club to use the MultiPurpose Room on Fridays beginning January 8, 2027 through April 2, 2027, 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 Superintendent of that plan

- Signing of the Waiver Release for use of South Harrison Township Elementary School District facilities

18. 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, 2026 through June 30, 2027; and, In accordance with 18A:18A-2 governing Professional Services:

- Financial Advisor - Phoenix Advisors, Inc., at a base fee of \$1,600, \$500 per issue set-up charge and \$250 for each Event filing
- School Solicitor- Comegno Law Group, P.C., at an hourly rate of \$205 for Attorneys and \$100 for Paralegals
- Bond Counsel- Wilentz, Goldman & Spitzer, P.A., at an hourly rate of \$175.00 for attorney services and additional costs per the fee schedule
- School Architect- Garrison Architects, at an hourly rate of \$150.00 for Principals and additional costs per the fee schedule
- Auditor- Ford, Scott & Associates, L.L.C. \$30,000

19. 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 2026/2027 school year:

Board Secretary	Christian Albadine
Affirmative Action Officer	Dr. 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	Jennifer Palestini
Public Agency Compliance Officer	Christian Albadine
Purchasing Agent/Bid Threshold	Christian Albadine/\$53,000
Custodian of Public Records	Christian Albadine
Custodian of Student Records	Dr. Elizabeth Winterburn
Homeless Liaison	Katie Sachs
DYFS Liaison	Katie Sachs
Title IX Coordinator	Dr. Elizabeth Winterburn
Official for Investments and Wires	Christian Albadine
H.I.B. Coordinator	Katie Sachs
H.I.B. Specialist	Jennifer Palestini

20. 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 2026/2027 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

21. 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.

22. Designation of Superintendent: 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 Superintendent 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.

23. 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, 2026 through June 30, 2027, 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.

24. 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, 2026 through June 30, 2027.

25. 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.

Service	Contractor	Status
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	SPOT Therapy, LLC Gloucester County Special Services School District	Renew
Custodial Management	Aramark Management Services Limited Partnership	Renew

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 1230, P 2200, P 0162, P 1643, P 2260

Motion to approve agenda items K-1 through O-2.

Motion by Mrs. Selb, seconded by Mrs. Easterling

ROLL CALL:

Roll Call Vote:

Aye - 8

Nay - 0

Motion to approve the Strategic Plan:

Motion by Mr. Talbot, seconded by Mrs. Carfaro

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 Mrs. Selb, that the Board of Education adjourn the meeting at 8:43 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator