

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
December 16, 2019  
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by President Brown.

B. Pledge of Allegiance

C. Statement of Open Public Meeting Compliance

Pursuant to the Open Public Meetings Act, Chapter 231, Public Laws of 1975, this meeting has been duly advertised in the South Jersey Times, issue of January 8, 2019. All municipal clerks of the townships and boroughs within the Regional School District have been duly notified and the requirements of posting of notices have been met.

D. Roll Call

Members Present

David Asis, Janet Brown, Laura Bruno, Deborah Cunningham, Janice Huggins, Joseph Talbot, Paul Tropea, Karen Urie-West, Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

Diane Barrett

E. Recognition

F. Presentations

F-1. Mrs. McEntee Onboarding Data/Human Resources

G. Public Participation

H. Executive Session

Motion by Huggins, second by Talbot, that the Board of Education approve the following:

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 7:48 p.m. prevailing time, for approximately 20 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)* (Agenda to extent known)</u>
1	Student Matter

*\*Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 8:45 p.m.

Motion carried unanimously

I. Approval of Minutes

Motion by Bruno, second by Urie-West

RESOLVED, that the South Harrison Township Board of Education approve the minutes of the following meetings:

	<u>Date</u>	<u>Type of Meeting</u>
I-1.	November 18, 2019	Regular Meeting

Motion carried unanimously

**J. Correspondence**Approval of Agenda Items

Motion by Tropea, second by Urie-West

BE IT RESOLVED, that the South Harrison Township Board of Education approve K-1 – K-2, L-1 – L-5, M-1, and N-1 – N-7 as follows:

**K. Personnel****K-1 Leaves of Absence**

BE IT RESOLVED that the following leaves of absence be approved, as recommended by the Superintendent of Schools:

Name	Position	Location	Reason	Effective Date
Kathryn Tranz	Teacher	4 <sup>th</sup> Grade	Up to 60 days of FMLA/NJFLA Intermittent medical leave to care for a seriously ill family member	11/18/2019 – 11/17/2020 Ratify & Affirm

**K-2 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 Superintendent of Schools:

Name	Institution	Reason	Cooperating Teacher	Subject	Grades	Dates of Placement
Fiona Quigley	Rowan University	Internship	Katrina Guzzetti	Occupational Therapy	K-6	01/20/2020-05/20/2020

**L. General Administration****L.1. Discussion Items**

- All Purpose Room Mercury Testing
- March 2020 Referendum

**L-2. Enrollment Reports as of November 30, 2019:**

Grade Level	Current Totals	June 30, 2019
PK3	6	9
PK4	13	9
K	35	53
1	51	41
2	39	45
3	48	50
4	47	50
5	47	49
6	46	48
Resident Students	307	332
Choice Students	25	22
District Total	332	354

## Attendance Report

2019 - 2020 Monthly Average % of Students in Attendance													
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2019-2020 Average %	2018-2019 Average %	2017-2018 Average %
Pre-K 3	99.1	97.0	97.6								97.9	90.2	91.2
Pre-K 4	99.4	95.8	93.4								96.2	90.8	93.6
K	97.3	94.7	96.7								96.2	91.5	93.0
Average Pre-K & K	98.6	95.8	95.9								97.2	90.8	92.6
1	98.0	97.2	95.5								96.9	95.7	92.2
2	92.6	90.7	89.9								91.1	96.1	93.4
3	98.4	97.8	93.8								96.7	95.9	94.4
4	97.9	96.6	96.4								97.0	96.0	96.7
5	98.2	97.2	97.3								97.6	96.1	95.9
6	98.7	98.0	95.1								93.3	95.1	95.4
Average 1 - 6	97.3	96.3	94.7								96.8	95.8	94.7
Overall District Average	96.5	96.0	95.3								96.3	93.5	93.7

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison November 14, 2019	7:44 AM 7:57 AM	Fire Drill
South Harrison November 25, 2019	2:59 pm 3:02 pm	Precautionary lockdown

L-4 Student Discipline, Violence/Vandalism, HIB as of November 30, 2019:

Infraction Reports	No. of Incidents this Month	2019-2020 Total-To-Date	2018-2019 Total
Detentions	0	0	18
Suspensions	0	2	2
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	1	0	3

L-5 HIB Investigation Reports:

Resolved that South Harrison Township Elementary School District Board of Education accept the Harassment, Intimidation & Bullying report as submitted by the Superintendent of Schools for ending November 30, 2019:

Case Number	Date of Initial Report	Date of Report to Superintendent	Result of Investigation
SH 1	11/14/2019	11/20/2019	(3) Violation of Policy

**M. Curriculum & Instruction****M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences**

Resolved that the following personnel Resolved that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
PBSIS Team Meetings	Mullica Hill, NJ	1/29/2020 3/24/2020	Marguerite Paolone	To learn about the NJ Positive Behavior Support in Schools initiative and the multi-tiered intervention framework known as Positive Behavior Interventions and Support	\$10.78
			Jessica Massing		\$10.78
PEOSH/NJ ADP 19-20 IAQ Training	Sicklerville, NJ	1/24/2020	Beth Bakley	To improve effectiveness as the IAQ designee and maintain training requirements	\$0

**N. Financial****N-1 Line Item Transfers**

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2019-2020 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-270-511-80-056	11-000-270-515-80-056	\$22,500	Charter School Transportation

**N-2 BE IT RESOLVED to approve the following:**

- A. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 30, 2019. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of September 30, 2019.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 30, 2019. 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.
- C. 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.
- D. 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.

**N-3 Payment of Claims**

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

12/12/2019 \$204,813.51

Bill List

**N-4 Student Activity Financial Report**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of November 30, 2019.

**N-5. Resolution Authorizing Applications To Be Made To The Commissioner Of Education For Approval Of Educational Plans, Schematic Plans And School Facilities Projects, Any Required Amendment To The**

Long-Range Facilities Plan And Other Related Actions In Accordance With The Educational Facilities Construction And Financing Act.

BE IT RESOLVED By The Board Of Education Of The Township Of South Harrison In The County Of Gloucester, New Jersey As Follows:

1. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board (the "Board Representatives") are hereby authorized to submit the educational plans and the schematic plans for school facilities projects consisting of additions, renovations, alterations and improvements at South Harrison Elementary School, including site work, exterior renovations, interior renovations and replacement of certain building systems including electrical work, acquisition and installation of furnishings and equipment and site work (the "Projects"), hereby approved in forms prepared by Garrison Architects, (the "Project Architect"), together with such other information as may be required, to the State Department of Education for approval and to make application to the Commissioner of Education for approval of the educational plans, the schematic plans and the Projects and, if necessary, any required amendment to the long-range facilities plan, in accordance with the requirements of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 *et seq.* (P.L. 2000, Ch. 72, effective July 18, 2000, as amended and supplemented) (the "Act") and N.J.A.C. 6A:26-2.1(f), 6A:26-2.3, 6A:26-3.1, 6A:26-3.2 and 6A:26-3.11, as applicable. The Board will request debt service aid for eligible project costs.
2. The Board Representatives are hereby further authorized and directed to submit the schematic plans and any other required information to the Planning Board and, if necessary, to the New Jersey Department of Environmental Protection and to any other appropriate agency for review and comment.
3. The Project Architect has heretofore and is hereby authorized and delegated the responsibility to prepare the plans and specifications for the Projects in consultation with and under the supervision of the Business Administrator/Board Secretary, who has heretofore and is hereby delegated the responsibility to work with the Project Architect for this purpose on behalf of the Board, and such authorizations and delegations are hereby reconfirmed and ratified, all in accordance with the requirements of N.J.S.A. 18A:18A-16.
4. The reference to officers of this school district herein includes any interim, acting or successor officer holding that position.
5. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution and to provide any required notice in a timely manner to prepare for a special school district election.

N-6. Resolution Authorizing A Special Election Of The Board Of Education Of The Township Of South Harrison In The County Of Gloucester, New Jersey And Other Matters Related Thereto

Whereas, The Board of Education of the Township of South Harrison in the County of Gloucester, New Jersey (the "Board" when referring to the governing body, and the "School District" when referring to the territorial boundaries and the legal entity governed by the Board) is authorized to undertake renovations, improvements, and construction of new facilities as well as purchase the associated equipment and furniture necessary to provide a thorough and efficient education to the students of the School District; and

Whereas, the Board has conducted a thorough study of its facilities and equipment and has compared this information with student enrollment projections and other demographic information as it relates to the School District; and

Whereas, the Board now wishes to establish a special election date to request that the voters of the School District authorize the issuance of bonds to finance various improvements; and

Whereas, as a result of such study, the Board wants to authorize or ratify the preparation and submission of a school facilities project to the New Jersey Department of Education (the “Department of Education”) for the various improvements;

Now, Therefore, Be It Resolved by The Board of Education of the Township of South Harrison in the County of Gloucester, New Jersey as follows:

Section 1. That a special election be conducted on March 10, 2020 to authorize the issuance of school bonds to finance various improvements throughout the School District.

Section 2. That the School Business Administrator/Board Secretary is authorized to notify the Clerk of the County of Gloucester, the Gloucester County Board of Elections and the Clerk of the Township of South Harrison (the “Township”) about the special election so that the following publications can be made:

- (i) That the Township Clerk is required to advertise a “Notice to Persons Wanting Mail-in Ballots” in a newspaper that circulates in the County of Gloucester at least 56 days in advance of the special election and that the publication of such advertisement in such newspaper will conform with the requirements of *N.J.S.A. 19:57-7*; and
- (ii) That the Gloucester County Board of Elections is required to publish the required election notices in accordance with the requirements of *N.J.S.A. 19:12-7(a)* and (b).

Section 3. That the Board hereby authorizes, or hereby ratifies, the Superintendent of Schools, School Business Administrator/Board Secretary, architect, and bond counsel to submit school facilities project applications to the Department pursuant to the requirements of *N.J.A.C. 6A:26-3.1 et seq.* in order to determine the preliminary and final eligible costs under the *Educational Facilities Construction and Financing Act* (the “Act”) so that the Board can conduct a bond referendum to finance various capital improvements.

Section 4. That the Board hereby approves, if necessary, amendments to its long-range facilities plan in order to include the capital improvements being contemplated in the referendum and has elected to receive debt service aid under the Act.

Section 5. That the Board hereby approves or ratifies the conceptual schematic drawings of the various capital improvements to the School District’s facilities and hereby authorizes the submission of such schematic drawings to the planning board for its review and comment pursuant to *N.J.S.A. 40:55D*.

Section 6. That the School Business Administrator/Board Secretary provide a certified copy of this resolution to the Clerk of the County of Gloucester, the Administrator for the Gloucester County Board of Elections and the Clerk of the Township as soon as practical after the adoption of this resolution.

This resolution shall take effect immediately.

**N-7. ESS Amended Agreement**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract with ESS for teacher substitute and paraprofessional services beginning January 2020.

O. Policy

Motion carried, with modifications to L-5, by the following roll call vote:

YES                      NO                      ABSTAIN

Asis

Brown

Bruno  
Cunningham  
Huggins  
Talbot  
Tropea  
Urie-West

P. Old Business

Board Goals

Objective: Strive to 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.

1. Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
2. Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
3. Provide and monitor the effectiveness of research based social-emotional instructional programs to improve prosocial behaviors, social problem solving, and resilience/adaptability.
4. Provide regular updates (3x per year) on actions taken and outcomes delivered to improve the faculty and staff survey results.

Q. New Business

“The Case for Later School Start Times” article in *School Leader*

R. Adjournment of Meeting

Motion by Tropea, second by Asis, that the Board of Education adjourn the meeting at 9:15 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary