

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
May 24, 2021  
7:00 p.m. Virtual

A. Call to Order

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

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, issues of January 7, 2021. The municipal clerk of the township has 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, Carole English, Janice Huggins, Joan Pino-Talbot, Carrie Selb (arrived at 7:10 p.m.), Joseph Talbot, Dr. James Lavender Superintendent, Mr. Jason Schimpf, School Business Administrator/Board Secretary.

Members Absent

E. Student Recognition

1 <sup>st</sup> Grade	Alexandria Richardson
2 <sup>nd</sup> Grade	Joshua Rubino
3 <sup>rd</sup> Grade	Richard Hanratty
4 <sup>th</sup> Grade	Abigail Asis
5 <sup>th</sup> Grade	Eliana Talley
6 <sup>th</sup> Grade	Hope Jones

F. Presentations

G. Public Participation

H. Approval of Minutes

Motion by Huggins, second by Brown

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

H-1. April 26, 2021 Regular Meeting Minutes

H-2 April 26, 2021 Executive Session Minutes

Motion carried unanimously

I. Correspondence

I-1. Thank you from South Harrison Education Association

Approval of Agenda Items

Motion by Asis, second by Talbot

BE IT RESOLVED, that the South Harrison Township Board of Education approve J1-J3, K2-K4, and M1-M20 as follows:

J. Personnel

**J-1     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
Emily August	Rowan University	Clinical Practice I&II	Jennie Damminger	Elementary Education – K-6	Kindergarten	9/1/2021-12/8/2021 Mondays & Wednesday and 1/18/2022 – 5/6/2022
Caitlin Burd	Rowan University	Clinical Practice I&II	Jessica Devecchio	Early Childhood Education – PreK-3	First	9/1/2021-12/8/2021 Mondays & Wednesday and 1/18/2022 – 5/6/2022
Alec DeViscio	Wilmington University	Clinical Practice I&II	Sue Kenderdine	Early Childhood Education – PreK-3	First	Paraprofessional -Mission One
Alyssa Gemellaro	Rowan University	Clinical Practice I&II	Nicole Eschenbach	Elementary Education – K-6	Second	9/1/2021-12/8/2021 Mondays & Wednesday and 1/18/2022 – 5/6/2022

**J-2     Job Description(s) Approvals/Revisions:**

BE IT RESOLVED that the following Job Description(s) be approved as recommended by the Superintendent of Schools:

- Lunch Aide
- Supervisor of Elementary Education
- Instructional Interventionist

**J-3     CBA with South Harrison Education Association**

BE IT RESOLVED, that the South Harrison Township School District hereby approve the Collective Bargaining Agreement with the South Harrison Education Association for the period of July 1, 2021 through June 30, 2022.

**K.     General Administration****K.1.     Discussion Items**

Board Committee Restructure

**K-2.     Enrollment Reports as of April 30, 2021**

Grade Level	Current Totals	June 30, 2020
PK3	1	6
PK4	6	12
K	45	35
1	34	51
2	52	39
3	39	48

Grade Level	Current Totals	June 30, 2020
4	45	48
5	44	46
6	47	45
Resident Students	288	308
Choice Students	25	23
District Total	313	331

**Attendance Report**

School/Grade	Cohort A	Cohort B	Cohort AB	Virtual	Total
South Harrison					
PK to 6 <sup>th</sup> Grade	68	72	111	62	313
% of Total	21.72%	23%	35.46%	19.80%	

**K-3. Emergency Drills/Calls**

School / Date	Time	Drill Description
South Harrison April 15, 2021	1:40 PM 1:42 PM	Fire Drill Phase 2
South Harrison April 20, 2021	11:32 AM 11:34 AM	Lockdown Drill

**K-4 Student Discipline, Violence/Vandalism, HIB as of April 30, 2021:**

Infraction Reports	No. of Incidents this Month	2020-2021 Total-To- Date	2019-2020 Total
Detentions	0	0	7
Suspensions	0	1	3
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	1

**L Curriculum & Instruction****M. Financial****M-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 2020-2021 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-219-580-05-044-050	11-000-221-320-40-045-050	\$100	Professional Development

**M-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 March 31, 2021. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of March 31, 2021.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 31, 2021. 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.

**M-3 Payment of Claims**

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

5/14/2021     \$100,578.60                      Bill List

**M-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 April 30, 2021.

**M-5 Tax Levy Payments**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the tax levy payment schedule for the 2021-2022 school year:

Month	Fund 10	Debt Service	Total
July 10, 2020	\$ 700,691.20	\$239,003.67	\$ 939,694.87
August 10, 2020	\$ 254,796.80		\$ 254,796.80
September 10, 2020	\$ 254,796.80	\$239,003.67	\$ 493,800.47
October 10, 2020	\$ 254,796.80		\$ 254,796.80
November 10, 2020	\$ 254,796.80	\$239,036.67	\$ 493,800.47
December 10, 2020	\$ 254,796.80		\$ 254,796.80
January 10, 2021	\$ 254,796.80		\$ 254,796.80
February 10, 2021	\$ 254,796.80		\$ 254,796.80
March 10, 2021	\$ 254,796.80		\$ 254,796.80
April 10, 2021	\$ 254,796.80		\$ 254,796.80
May 10, 2021	\$ 254,796.80		\$ 254,796.80
June 10, 2021	\$ 254,796.80		\$ 254,796.80
Total	\$3,503,456.00	\$711,360.00	\$4,220,467.00

**M-6 Professional Service Appointments**

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint the following professionals per 18A:18A-5a.1 July 1, 2021 through June 30, 2022:  
(Fee schedules on file in the office of the Business Administrator):

Attorney	Weiner Law Comegno Law Group. P.C.
Architect of Record	Garrison Architects
Engineer of Record	Federici and Aiken, P.A.
Financial Advisor	Phoenix Advisors
Risk Management Group	The Barclay Group
School Physician	Inspira Medical Group
Auditor	Holt, McNally & Associates

**M-7 Medical Renewal Rates**

BE IT RESOLVED, that the South Harrison Township School District Board of Education

approve the contract through SHIF, to provide for a one (1) year renewal, effective July 1, 2021 through June 30, 2022 at the below listed monthly premiums:

Coverage	Aetna \$20 Bronze	Aetna \$10 Gold/Silver	Horizon Omnia	NJ Educators
Employee	\$816	\$935	\$800	\$907
Employee & Spouse	\$1725	\$2045	\$1734	\$1983
Employee & Child(ren)	\$1190	\$1366	\$1151	\$1325
Family	\$2085	\$2394	\$2035	\$2322

**M-8 Prescription Renewal Rates**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract through SHIF, to provide for a one (1) year renewal, effective July 1, 2021 through June 30, 2022 at the below listed monthly premiums:

Coverage	\$10/\$20 Silver	\$15/\$30 Bronze	\$5/10 Gold	NJ Educators
Employee	\$233	\$205	\$321	\$210
Employee & Spouse	\$454	\$396	\$622	\$409
Employee & Child(ren)	\$280	\$247	\$386	\$252
Family	\$546	\$479	\$751	\$492

**M-9 Dental Renewal Rates**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve a contract through SHIF with Delta Dental, to provide for a one (1) year renewal, effective July 1, 2021 through June 30, 2022 at the below listed monthly premiums:

Coverage	2021-2022
Employee	\$39
Employee +1	\$66
Employee +2 or greater	\$133

**M-10 Appointment of Representatives Requesting Federal and State Funds**

BE IT RESOLVED, that the South Harrison Township School District Board of Education designate the Superintendent and Business Administrator/Board Secretary as the Board's agents to request state and federal funds pursuant to state and federal law for the period July 1, 2021 through June 30, 2022.

**M-11 Designation of Superintendent: Transfer Authority**

BE IT RESOLVED, that the South Harrison Township 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.

**M-12 Procurement of Goods and Services Through State Contract**

BE IT RESOLVED, that the South Harrison Township 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 School District Board of Education desires to authorize its purchasing agent, for the period July 1, 2021 through June 30, 2022, 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 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.

**M-13 Designation of Official Website**

BE IT RESOLVED, that the South Harrison Township School District Board of Education adopted as the official website of the district from July 1, 2021 through June 30, 2022:  
[www.southharrison.k12.nj.us](http://www.southharrison.k12.nj.us)

**M-14 Authorization to Pay Claims Between Meetings**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve authorization 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, 2021 through June 30, 2022.

**M-15 District Travel Limitation for Regular Business Travel**

BE IT RESOLVED, that the South Harrison Township School District Board of Education establish a maximum annual limitation of \$1,500 for regular business travel for staff members and board of education members in accordance with board policy 6471 and P.L. 2007 c. 53 for the period July 1, 2021 through June 30, 2022.

**M-16 Establishment of Petty Cash Funds**

RESOLVED, that authorization be granted for the establishment of the following petty cash accounts in accordance with board policy 6620 for the 2021-2022 school year:

Office	Amount	Custodian
Superintendent/SBA	\$200.00	Sarah Bell

**M-17 Appointment of Board Officials**

RESOLVED, that the following Board Officials be appointed for the 2021-2022 school year:

Board Secretary	Sarah Bell
Affirmative Action Officer	Scott Hogan
School Safety Specialist	TBD
AHERA Compliance Officer	Sarah Bell
Indoor Air Quality Officer	Bethany Bakley
Integrated Pest Management (IPM) Coordinator	Sarah Bell
Right to Know Officer	Sarah Bell
504 Officer	TBD
Public Agency Compliance Officer	Sarah Bell
Purchasing Agent/Bid Threshold	Sarah Bell/\$44,000
Custodian of Public Records	Sarah Bell
Custodian of Student Records	Scott Hogan
Homeless Liaison	TBD
DYFS Liaison	Courtney Haslam

Title IX Coordinator	Scott Hogan
Official for Investments and Wires	Sarah Bell
H.I.B. Coordinator	Scott Hogan
H.I.B. Specialist	Courtney Haslam

**M-18 Adoption of Curriculum**

BE It RESOLVED, that the South Harrison Township School District that all current written curriculum, courses, and textbooks of the District, on file in the office of the Superintendent, be adopted for the 2021-2022 school year.

**M-19 Adoption of Chart of Accounts**

RESOLVED, that the Uniform Minimum Chart of Accounts for New Jersey Public Schools be adopted for use for the 2021-2022 School Year.

**M-20 Grant Application Submission**

Be it Resolved, that the South Harrison Township Elementary School District Board of Education authorize the submission of applications for the CRRSA ESSER II and American Relief Plan ESSER funds as follows:

CRRSA  
ESSER II - \$77,640  
Learning Acceleration - \$25,000  
Mental Health - \$45,000

ARP  
ESSER III - \$175,000  
Learning Loss - \$44,000

**N. Policy**

Motion carried by the following roll call vote:

YES NO ABSTAIN

Asis

Brown

Bruno

Cunningham J-3

English

Huggins

Pino-Talbot

Selb J-3

Talbot

**O. Executive Session****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

R. Adjournment of Meeting

Motion by Brown, second by Asis, that the Board of Education adjourn the meeting at 7:30 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf

School Business Administrator/Board Secretary