

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

Regular Meeting
April 24, 2017
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:03 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 14, 2017. 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

Janet Brown, Michael Brennan, Laura Bruno, Deborah Cunningham, Janice Huggins, James McShea (left at 8:04 p.m.), Ron Reilly, Paul Tropea, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Toni Buckley

E. Student Recognition

1st grade	Bella Butler
2nd grade	Dominic Bruno
3rd grade	Madison Mishura
4th grade	Julianna Jones
5th grade	Rudy Tighe
6th grade	Madison Burt

F. Public Hearing

F-1. Annual School Budget 2017-2018
No Public Comment

G. Public Participation
No Public Comment

H. Executive Session

I. Approval of Minutes

Motion by Huggins, second by Cunningham, that the Board of Education approve the minutes from the following meeting(s):

<u>Date</u>	<u>Type of Meeting</u>
I-1. March 13, 2017	Regular Meeting

Motion carried unanimously

J. Correspondence

Motion by Cunningham, second by Bruno, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1-K3, L1-L7, M1, N1-N9.

K. Personnel

K-1 Employment – Summer Appointments

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

Name	Position	Compensation	Hours	Reason	Effective Date
Amy Corson	LDTC	\$30/hour	Not to exceed 10 hours	CST Summer Work	6/27/17-8/31/2017
Courtney Haslam	School Psychologist	\$30/hour	Not to exceed 10 hours	CST Summer Work	6/27/17-8/31/2017
Amanda Grabas	Teacher	\$30/hour	Not to exceed 60 hours	Pre-School ESY	7/10/2017-8/10/2017
Sarah Sobeck	Teacher	\$30/hour	Not to exceed 60 hours	Elementary ESY	7/10/2017-8/10/2017

K-2 Job Descriptions

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Job Description(s), as recommended by the Superintendent of Schools:

- Instructional Coach/Interventionist

K-3 Appointments, Separation, Leaves of Absence & Substitutes

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

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Madison Pagliacetti	Home Instruction	South Harrison	\$30.00/hr.	As Needed	01/01/2017-06/30/2017 Ratify & Affirm

L. General Administration

L.1. Discussion Items

- Board Goals

L-2. Enrollment Reports as of March 31, 2017:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2016
PK3	10	10
PK4	10	14
K	44	49
1	56	44
2	46	50
3	53	52
4	51	56
5	57	61

Grade Level	Current Totals	June 30, 2016
6	58	54
Resident Students	359	363
Choice Students	26	27
District Total	385	390

B. Attendance Report**2016 - 2017 Monthly Average % of Students in Attendance**

Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	Mar %	Apr %	May %	Jun %	2016-2017 Current YTD Average %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	98.0	95.2	93.0	91.9	88.5	95.3	88.2				91.4	93.3	96.5
Pre-K 4	94.7	94.8	92.7	91.3	93.0	93.8	94.8				93.6	96.3	94.8
K	95.7	94.1	92.2	94.7	91.4	90.8	93.0				93.1	96.7	95.2
Average Pre-K & K	96.1	94.7	92.6	92.6	91.0	90.0	92.0				92.7	95.5	95.5
1	93.9	94.3	93.5	91.1	90.0	93.1	91.3				92.5	96.9	96.0
2	95.7	96.3	94.9	91.2	89.9	93.6	94.4				93.8	96.6	96.5
3	96.1	96.1	94.1	90.7	93.7	94.3	95.3				94.3	96.4	95.6
4	99.1	98.1	96.6	95.3	95.7	95.6	96.3				96.7	96.5	95.7
5	98.9	97.5	95.7	93.1	95.4	94.7	96.1				95.9	96.9	95.7
6	97.7	97.8	94.8	95.8	94.9	91.8	97.5				95.8	97.2	96.6
Average 1 - 6	96.9	96.7	94.9	92.9	93.3	93.9	95.2				94.8	96.7	96.0
Overall District Average	96.8	95.7	93.8	92.8	92.1	91.9	93.6				93.8	96.6	95.9

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison Friday, March 24, 2017	2:40 PM 2:42 PM	Fire Drill
South Harrison Wednesday, March 29, 2017	3:05 PM 3:15 PM	Code Blue – Respiratory Failure

L-4 Student Discipline, Violence/Vandalism, HIB as of March 31, 2017:

Infraction Reports	No. of Incidents this Month	2016-2017 Total-To-Date	2015-2016 Total
Detentions	3	8	5
Suspensions	0	0	7
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0

L-5 Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Superintendent of Schools:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Cost to Students
Pre-K AM and PM Classes	Storybook Land	6/1/2017 rain date 6/5/2017	20	24	\$0.00	\$14.95 per student for bus and admission
5 th Grade	The Art Museum of Philadelphia	6/8/2017	57	17	\$0.00	\$7.00 per student for admission and 350.00 per bus
1 st Grade	Adventure Aquarium	6/14/2017	56	13	\$0.00	\$12.50 per student for admission, bus and parking

L-6 Memorandum of Agreement for CompleteCare Health Network

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Memorandum of Agreement with Complete Care beginning April 24, 2017 and ending April 24, 2018 per attached agreement.

L-7 Programs/Other:

BE IT RESOLVED to approve a contract with the YMCA to continue to operate the YMCA Before and After School Program for the 2017-2018 school year. The YMCA will pay \$2,000 for the Use of Facility.

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
ELL in Inclusive Classrooms	Cherry Hill, NJ	5/9/2017	Jane Conroy	To learn balanced literacy techniques	\$253.06 (Title IIA)

N. Finance**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 2016-2017 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-263-420-05-054	11-000-262-610-05-053	\$600	Snow removal/Salting
11-000-213-300-05-049	11-000-211-300-05-049	\$1,500	School physician services, boiler repairs, student transportation, employee tuition reimbursement
11-000-261-420-05-052	11-000-262-622-05-050	\$3,500	
11-000-270-511-80-056	11-000-270-515-80-056	\$2,000	
11-000-291-280-70-057	11-000-291-270-70-057	\$7,000	
11-000-291-290-70-057	11-000-291-270-70-057	\$1,500	

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 months of January and February 2017. The Cash Reconciliation Report and Secretary's Report are in agreement for the months of January and February 2017.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January and February 2017. 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:

4/17/2017	\$245,342.46	Bill List
3/15/2017	\$113,260.65	Payroll
3/31/2017	\$113,360.65	Payroll
4/15/2017	\$113,360.65	Payroll

N-5 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 March 31, 2017.

N-6 2017-2018 Contract for Participation in Cooperative Transportation Services with GCSSSD

BE IT RESOLVED to approve a cooperative transportation agreement with the GCSSSD for the 2017-2018 school year. The administrative fee for special education, vocational, public and homeless student routes is 7%.

N-7 Appointment of Risk Management Consultant

WHEREAS, the South Harrison School District 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 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.

N-8 Adoption of the 2017-2018 Budget

Resolved, that the South Harrison Township School District Board of Education authorize the submission of the 2017-18 tentative budget as follows to the Executive County Superintendent of Schools:

Fund 10	\$5,216,129
Fund 20	\$ 140,279
Fund 40	<u>\$ 872,550</u>
Total	<u>\$6,228,958</u>

With \$3,209,771 to be raised in taxes for Fund 10 and \$630,394 to be raised in taxes for Fund 40. The total tentative tax levy for 2017-2018 is \$3,840,165.

Be It Further Resolved, that the South Harrison Township School District Board of Education authorizes the use of banked cap in the amount of \$30,652 to exceed the statutory tax levy cap. The district requires this additional spending authority in order to provide a thorough and efficient education and said spending authority cannot be deferred or incrementally completed over a longer period of time and;

Be It Further Resolved, that the South Harrison Township School District Board of Education authorizes the use of banked cap in the amount of \$30,652 to exceed the statutory tax levy cap. The district requires this additional spending authority in order to provide a thorough and efficient education and said spending authority must be completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

N-9 FY17 ESEA Budget Amendment

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the submission of an FY17 ESEA amendment application which includes carryover funds from FY17 as follows:

	Original Application	Amendment
Title IA	\$21,841	\$25,777
Title IIA	\$5,755	\$12,003

Motion carried by the following roll call vote:

YES NO ABSTAIN

Brennan

Brown

Bruno

Cunningham

Huggins

Reilly

Tropea

O. Policy

P. Old Business

Board of Education Goals

Goal 1: To review, analyze, and improve our fundraising policies to ensure that all fundraising practices are equitable among students and that procedures are clarified, ensuring the proper management of funds: Goal (1) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan

IV:2,3,4. Chair Janet Brown

Goal 2: Ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (2) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair Paul Tropea

Goal 3: Using the eight characteristics of effective school boards, the South Harrison Township Elementary School District Board of Education will become a board that functions as a cohesive and productive governmental unit. Goal (3) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I, II, III, IV, & V. Chair Jim McShea

Q. New Business

Mr. Reilly and Dr. Bruno presented their respective analysis of assigned Board of Education Goals.

Mrs. Brown discussed potential changes to Policy #9210.

R. Adjournment of Meeting

Motion by Bruno, second by Huggins, that the Board of Education adjourn the meeting at 8:42 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary