



South Harrison Township Elementary School District Meeting of the Board of Education

Date: April 28, 2025
Time: 7:00 p.m.
Location: Cafeteria
904 Mullica Hill Road
Harrisonville, NJ 08039

A. Meeting Called To Order

B. Flag Salute

C. Open Meeting Statement

The New Jersey Open Public Meetings Law was enacted to insure 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

Mrs. Pino-Talbot	Mrs. Carfaro	Mr. Mattson
Mrs. Selb	Mrs. Easterling	Mrs. McIlvaine
Dr. Buckley	Ms. Huggins	Mr. Talbot

E. Student Recognition

PreK	Julian Chiodi
Kindergarten	Cody Trowbridge
1st Grade	Bodie Westerfer
2nd Grade	Lorelei Reiser
3rd Grade	Nora Brun
4th Grade	Makenzie Hennigan
5th Grade	Michael Sharp
6th Grade	Cliff Perry
Art	Alison Brennan
Physical Education	Reese Balkonis
World Cultures	Emma Eschenbach
Music	Chloe Lewis

F. Presentations & Discussions

2025-2026 Public Hearing on budget by Dr. Elizabeth Winterburn, Superintendent
and Christian Albadine, School Business Administrator

G. Public Comment

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer.

Any person who wishes to speak is requested to give their name, municipality of residence, and group affiliation, if any, at the beginning of their comments. Comments shall be limited to three minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible at the conclusion of public comments. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via email.

If questions or comments pertain to litigation, student or personnel matters, the Board asks that you email the Chief School Administrator after the meeting since the Board does not, pursuant to Open Public Meetings Act, discuss or respond to these items in public.

H. Executive Session

None at this time.

I. Approval of Minutes

1. Regular Meeting Minutes from March 17, 2025
2. Special Meeting Minutes from April 7, 2025

J. Correspondence

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through N-12 as follows:

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 2025/2026 school year be approved as recommended by the Chief School Administrator: *All certified personnel are approved for Home Instruction on an as needed basis. **All salaries are To Be Determined pending the new Collective Bargaining Agreement:

Name	Position	Salary
Linda Alexander	Counselor	TBD**
Lance Bird	Music Teacher	TBD**
Kristen Cade	PreKindergarten Teacher	TBD**

Jackie Conklin	Gen Ed Teacher	TBD**
Abby Cunningham	PreKindergarten Teacher	TBD**
Molly Ensminger	PreKindergarten Teacher	TBD**
Kylie Goodrich	PreKindergarten Teacher	TBD**
Jacklyn Guht	Gen Ed Teacher	TBD**
Allison Hornberger	Gen Ed Teacher	TBD**
Laura Hirst	PreKindergarten Teacher	TBD**
Joseph Innaurato	Special Ed Teacher	TBD**
Jessica Longenbach	Art Teacher	TBD**
Katelyn Shapley	Gen Ed Teacher	TBD**
Dennis Summerville	Gen Ed Teacher	TBD**
Stefanie Quinn	Special Ed Teacher	TBD**
Alicia Whitehead	Gen Ed Teacher	TBD**

2. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2025/2026 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator. *All salaries are To Be Determined pending the new Collective Bargaining Agreement:

Name	Job Title	Salary
Kelly Elm	Secretary	TBD*
Melissa LaBarbara	Administrative Assistant	TBD*
James Ragone	Maintenance Supervisor	TBD*
Katie Sachs	Assistant Principal	TBD*

3. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2025/2026 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator. *All salaries are To Be Determined pending the new Collective Bargaining Agreement:

Name	Job Title	Salary
Brianna Foti	Lunch/ Playground Aide	TBD*
Rose Linden	Media Center/ Classroom Aide	TBD*
Kristy Stark	Lunch/ Playground Aide	TBD*
Alicia Watkins	Lunch/ Playground Aide	TBD*

4. Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2025/2026 school year be approved as recommended by the Chief School Administrator: *All certified personnel are approved for Home Instruction on an as needed basis. **All salaries are To Be Determined pending the new Collective Bargaining Agreement:

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Name	Position	Salary
Bethany Bakley	School Nurse	TBD**
Erin Beegal	Teacher	TBD**
Sarah Brown	Teacher	TBD**
Linda Caltabiano	Teacher	TBD**
Jennie Dammingier	Teacher	TBD**
Jessica Devecchio	Teacher	TBD**
Nick Dietz	Teacher	TBD**
Nicole Eschenbach	Teacher	TBD**
Christine Fretz	Teacher	TBD**
Heather George	Teacher	TBD**
Michele Lamalfa	Teacher	TBD**
Denise Lapalomento	Teacher	TBD**
Amanda McCart	Teacher	TBD**
Timothy Narcisi	Teacher	TBD**

Lisa Pessa	Teacher	TBD**
Jamie Rohe	Teacher	TBD**
Cherie Sinor	Teacher	TBD**
Kathryn Tranz	Teacher	TBD**

5. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2025/2026 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator. *All salaries are To Be Determined pending the new Collective Bargaining Agreement:

Name	Job Title	Salary
Elizabeth Wright	Business Office Secretary	TBD*

6. 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.

7. 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 Linda Alexander.

L. General Administration

1. Enrollment Reports as of March 31, 2025

i. Enrollment Report

Grade Level	Current Totals	June 30, 2024
PK	59	54
K	32	39
1	41	44
2	49	41
3	37	42
4	44	35
5	36	53
6	52	38
Resident Students	324	320
Choice Students	26	26
District Total	350	346

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison March 12, 2025	1:12 PM 1:18 PM	Lockdown Drill
South Harrison March 17, 2025	12:10 PM 12:27 PM	Fire Drill

3. Student Discipline, Violence/Vandalism, HIB as of March 31, 2025

Infraction Reports	No. of Incidents this Month	2024-2025 Total-To-Date	2023-2024 Total
Detentions	11	69	63
Suspensions	0	2	4
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	1	0
Harassment/Intimidation/Bullying Affirmed	0	1	0

4. Comprehensive Equity Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the Affirmative Action Team to conduct a needs assessment and develop a comprehensive equity plan.

M. Curriculum & Instruction

1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb, Chairperson, reporting.

Objective: Evaluate decisions that are data-driven and fiscally responsible that further support QSAC.

2. Pre-Kindergarten and Kindergarten AM Summer ESY

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the AM summer ESY program for the PreK-Kdg. class. The program will be held at South Harrison Township Elementary School, Monday, July 7, 2025 to Thursday, July 31, 2025, Monday through Thursday from 9:00 AM to 11:30 AM. Nursing care, related services, and transportation (resident Students) will be provided.

3. Grades 3-6 AM Summer ESY

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the AM summer ESY program for the Grades 3-6 class. The program will be held at South Harrison Township Elementary School, Monday, July 7, 2025 to Thursday, July 31, 2025, Monday through Thursday from 9:00 AM to 11:30 AM. Nursing care, related services, and transportation (resident students) will be provided.

N. Financial

1. 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 2025. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of February 2025.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2025. 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 2025 Line Item Transfers for the 2024-2025 fiscal year as recommended by the Chief School Administrator.
- 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:

4/30/2025	\$442,717.12	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, 2025.

5. Salem County Special Services School District Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Salem County Special Services School District for the remainder of the 2024/2025 Regular School Year for SID #2949302590 for the amount of \$19,315.85 (53 days). This contract also includes extraordinary services for an additional amount of \$16,745.94.

6. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education a cooperative transportation agreement with the Gloucester County Special Services School District for the 2025/2026 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for nonpublic routes.

7. 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, 2025 and ending June 30, 2026, at a rate of \$63/hour for a Registered Nurse (RN).

8. Food Service Management Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the renewal of the food service management contract with Nutri-Serve Food Management at a fee of \$17,550 for the 2025-2026 school year, with no guarantee. The total cost of the contract is \$156,331.36 This is year five with an option of 5 "one year" renewals.

9. 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.

10. Final 2025-2026 Budget Adoption – Changed after Public Hearing

Adoption of the FINAL BUDGET, with modifications to the TENTATIVE BUDGET approved by the Executive County Superintendent

WHEREAS, South Harrison Board of Education adopted a TENTATIVE budget on March 17, 2025, 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 14, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the Gloucester County Times on April 21, 2025, and

WHEREAS, in the proposed FY2026 State Budget, certain districts had the opportunity to apply to the Commission of Education to increase expenditures, including an allocation of Tax Levy Incentive Aid, in order to satisfy the thoroughness and efficiency standards established pursuant to N.J.S.A. 18A:7F-46.

Whereas, South Harrison Township School District is below local fair share and spending below adequacy to be eligible to participate in this program.

Whereas, South Harrison Township School District is eligible to increase expenditures by \$525,000 and qualify for Tax Levy Incentive Aid in the amount of \$25,000.

Whereas, the South Harrison Township School District has been granted approval to increase expenditures based on the following reasons to provide a thorough and efficient education for its students.

WHEREAS, the FINAL BUDGET including the increase in accordance with the tax levy incentive aid was presented to the public during a public hearing held in the South Harrison Elementary Cafeteria, 904 Mullica Hill Rd, Harrisonville, NJ 08039, on April 30, 2025.

WHEREAS, the Board of Education has now determined to make modifications to the TENTATIVE Budget as follows:

Revenues					
Budget Appropriation Line	Description	Tentative Budget	Final	Change	Explanation
10-1210	Local Tax Levy-Base Budget	4,151,084.00	4,651,084.00	500,000.00	TAX LEVY Increase
10-3190	Other State Aids		25,000.00	25,000.00	TAX LEVY INCENTIVE AID
		4,151,084.00	4,676,084.00	525,000.00	
Appropriations					
Budget Appropriation Line	Description	Tentative Budget	Final	Change	Explanation
11-1XX-100-XXX	Regular Programs - Instruction	1,697,873.00	1,699,010.00	1,136.50	Salary Reallocation
11-000-221-XXX	Undist. Expend.-Improv. Of Inst. Serv.	97,933.00	131,007.50	33,074.50	Salary Reallocation
11-000-230-XXX	Undist. Expend.-Support Serv.-Gen. Admin.	208,894.00	234,034.00	25,140.00	Salary Reallocation
11-000-240-XXX	Undist. Expend.-Support Serv.-School Admin.	77,732.00	52,575.25	(25,157.00)	Salary Reallocation
11-000-270-XXX	Undist. Expend.-Student Transportation Serv.	705,434.00	671,240.00	(34,194.00)	Change in Transportation
20-218-100-XXX	PEA Instruction	568,764.00	608,264.00	39,500.00	Resubmission of PEA workbook
20-218-200-XXX	PEA Support Services	606,561.00	557,061.00	(49,500.00)	Resubmission of PEA workbook
20-218-400-XXX	PEA Fac Acquisition And Constr. Services		10,000.00	10,000.00	Resubmission of PEA workbook

11-2XX-100-XXX	Special Education - Instruction	349,767.00	534,767.00	185,000.00	TAX LEVY INCENTIVE AID Expenditure, Special Education Aides, Interventionist Position
11-000-217-XXX	Undist Expend-Oth Supp Serv Std-Extraordinary Serv	55,000.00	180,000.00	125,000.00	TAX LEVY INCENTIVE AID Expenditure, Behavioral Support
11-000-216-XXX	Undist. Expend.-Speech, OT, PT And Related Svcs	197,346.00	267,346.00	70,000.00	TAX LEVY INCENTIVE AID Expenditure, Speech and Related Services
11-000-219-XXX	Expenditures - Child Study Teams	130,005.00	210,005.00	80,000.00	TAX LEVY INCENTIVE AID Expenditure, LDTC Position
11-XXX-XXX-2XX	Personal Services - Employee Benefits	787,191.00	852,191.00	65,000.00	TAX LEVY INCENTIVE AID Expenditure, Benefits
		5,482,500.00	6,007,500.75	525,000.00	

NOW, THEREFORE, BE IT RESOLVED that in consideration of the above, the Board of Education hereby adopts the following FINAL Budget for SY2025-2026:

	General Fund	Special Revenue	Debt Service	Total
25-26 Total Expenditures	6,108,567.00	1,310,325.00	901,600.00	8,320,492.00
Less: Anticipated Revenues	1,457,483.00		173,608.00	1,631,091.00
Taxes to Be raised	4,651,084.00		727,992.00	5,379,076.00

11. Adjustment for Health Care Costs

BE IT RESOLVED the South Harrison Elementary School District Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of \$65,117. The additional funds will be used to pay for the additional increases in health benefit premiums.

12. Travel and Related Expense Reimbursements 2025-2026

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 \$1,500 as the maximum travel amount for the current school year and has expended \$1,661 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 2025-2026 school year.

O. Policy

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

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.

i. Instruction

By January 30, 2025, the school community will be surveyed to determine interest in expanded courses for future school years. Once identified, the district will explore funding opportunities to implement new offerings.

ii. Facilities and Finance

During the 2024-2025 school year, the District will work with our local Fire Marshall and Police Department to evaluate and improve school safety. Exploration will be focused on improvements to our security system and the possible addition of a School Security Officer.

iii. School Culture

By March 30, 2025, the School Administration will survey the community and prepare a suggested calendar of events to engage our community in the life of the district.

Q. New Business

R. Executive Session

None at this time.

S. Adjournment