

# SOUTH HARRISON SCHOOL DISTRICT

## BOARD OF EDUCATION MINUTES

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April 24, 2023  
Regular Meeting  
7:00 PM Cafeteria

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### **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**

#### Members Present

Laura Bruno, Joan Pino-Talbot, Janet Brown, Deborah Cunningham, Carole English, Janice Huggins, Jennifer McIlvaine\*, Carrie Selb\*, Joseph Talbot, Dawn Leary, School Business Administrator/Board Secretary, Steven Price, Chief School Administrator

#### Members Absent

\*Jennifer McIlvaine arrived at 7:17 PM

\*Carrie Selb arrived at 7:15 PM

### **E. Student Recognition**

PreK	Sophia Welker
Kindergarten	Sameer Ahmad
1st Grade	Brayden Emers
2nd Grade	Peyton Lewis
3rd Grade	RJ Vermeeren
4th Grade	Jacob Shieh
5th Grade	Juliana Bruno
6th Grade	Joseph Stec
Art	Isaac Franklin
Physical Education	Logan Scolpino
World Cultures	Eris Torres

### **F. Presentations & Discussions**

1. 2023-2024 Public Hearing on budget by Steve Price, Interim Superintendent and Dawn L. Leary, School Business Administrator

**G. Public Comment**

No public comments were made.

**H. Executive Session**

**I. Approval of Minutes**

Motion by Mrs. Pino-Talbot, seconded by Ms. Huggins.

All in Favor? Aye

Abstained - 3

Carole English (Regular)

Deborah Cunningham (Regular)

Carrie Selb (Executive)

Motion Carried

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

1. Regular Meeting Minutes from March 20, 2023
2. Executive Session Minutes from March 20, 2023

**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-11 as follows:

Motion to open discussion of agenda items.

Motion by Mr. Talbot, second by Mrs. McIlvaine

**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 2023-24 school year be approved as recommended by the Chief School Administrator:

\*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Linda Alexander	MA	15	Counselor	10/24/2026	\$49,106.40
Lance Bird	BA	8	Music Teacher	4/24/2027	\$57,503
John Borchert	MA	9	School Psychologist	1/23/2027	\$62,904
Kristen Cade	BA	2	PreKindergarten Teacher	1/9/2027	\$52,014
Nick Dietz	BA	4	5th Grade Math/ Science Teacher	10/20/2024	\$52,604
Kylie Goodrich	BA	2	PreKindergarten Teacher	1/9/2027	\$52,014
Jacklyn Guht	BA	2	Gen Ed Teacher	9/02/2026	\$52,014
Jessica Longenbach	BA	4	Art Teacher	9/1/2026	\$52,614
Ashley Santiago	BA	2	PreKindergarten Teacher	1/9/2027	\$52,014
Katelyn Shapley	BA	2	Gen Ed Teacher	9/1/2026	\$52,014
Dennis Summerville	MA	4	Gen Ed Teacher	9/26/2026	\$55,715

**2. Appointments and Reappointments – Non-Represented Staff Salaries**

BE IT RESOLVED that the appointment(s) and 2023-24 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2022- 2023 Salary	2023-2024 Salary	% Increase
Katelin Mass	Administrative Assistant	\$41,000	\$42,230	3%
Haley Wellington	Secretary	\$39,680.75	\$40,871.17	3%
Elizabeth Winterburn	Principal	\$103,000	\$108,000	N/A

3. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2022-23 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2022- 2023 Salary	2023-2024 Salary
Nicole Foreacre	Lunch/ Playground Aide	\$14.13/hr	\$15/ht
Danielle Mullen	Lunch/ Playground Aide	\$14.13/hr	\$15/hr
Heather Randazzo	Lunch/ Playground Aide	\$14.13/hr	\$15/hr
Shelley Waddington	Lunch/ Playground Aide	\$14.13/hr	\$15/hr

L. **General Administration**1. Enrollment Reports as of March 31, 2023

## i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	43	13
		15
K	45	40
1	43	49
2	44	33
3	35	48
4	52	39
5	38	47
6	47	45
Resident Students	323	305
Choice Students	24	24
District Total	347	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison March 16, 2023	10:00 AM 10:05 AM	Fire Drill
South Harrison March 29, 2023	8:47 AM 8:57 AM	Bus Evacuation

3. Student Discipline, Violence/Vandalism, HIB as of March 31, 2023

Infraction Reports	No. of Incidents this Month	2022-2023 Total-To-Date	2021-2022 Total
Detentions	13	72	26
Suspensions	0	6	17
Violence, Vandalism, Substance Abuse	0	0	3
Harassment/Intimidation/Bullying Non-affirmed	0	1	N/A
Harassment/Intimidation/Bullying Affirmed	0	3	9

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 Chief School Administrator:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to Students
Pre-K 4	Storybook Land	5/3/2023	44	18	\$0
1st Grade	Adventure Aquarium	5/31/2023	43	11	\$16
4th Grade	Wheaton Arts	6/1/2023	52	7	\$13
3rd Grade	Franklin Institute	6/6/2023	34	10	\$19
5th Grade	Franklin Institute	6/5/2023	38	8	\$15.00

**M. Curriculum & Instruction**

1. Meeting of the Curriculum & Instruction Committee - The committee did not meet this month.

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

2. Virtual Summer School Program

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Virtual Summer School Program for students in grades K through 5 from June 26th, 2023 through July 21, 2023 paid for through American Rescue Plan Summer Learning Funds.

3. ESY PreK/Kindergarten

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an AM summer ESY program for the PreK/Kindergarten class. The program will be held at South Harrison Township Elementary School, Monday, July 10, 2023 to Thursday, August 3, 2023, Monday through Thursday from 9:00 AM to 11:30 AM. Nursing care, related services, and transportation (resident Students) will be provided.

4. ESY Grades 3-6

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an AM summer ESY program for the Grades 3-6 class. The program will be held at South Harrison Township Elementary School, Monday, July 10, 2023 to Thursday, August 3, 2023, 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 - The committee did not meet this month.  
*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 March 2023. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of March 2023.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March. 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. March 2023 Line Item Transfers for the 2022-2023 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:

4/30/23	\$363,400.57	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 March 31, 2023.

5. 2023-2024 Budget Amendment

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the March 20, 2023 board meeting, the 2023-2024 budget as follows:

2023-2024 School Year	Budget	Tax Levy
General Fund	\$5,313,249	\$3,644,995
Special Revenue	\$907,900	\$0.00
Debt Service	\$894,600	\$722,340
Total Base Budget	\$7,115,749	\$4,367,335

WHEREAS, the South Harrison Elementary School District Board of Education may establish, for regular school district business travel only, an annual threshold of \$1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold is exceeded in the budget year (July 1 - June 30); and

WHEREAS, the South Harrison Elementary School District Board of Education has elected to exclude travel expenditures supported by federal funds pursuant to N.J.A.C. 6A:23A-7.3(a)2; and

WHEREAS, the South Harrison Elementary School District Board of Education authorizes travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3(a)1, to a maximum of expenditure of \$25,000.00 for all staff and board of education members.

5. Contract for Assistive Technology Services

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Advancing Opportunities for assistive technology services for the 2023-2024 School Year.

6. Custodial and Facility Management Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the Custodial and Facility Management Contract to Aramark Management Services LLP effective July 1, 2023 through June 30, 2024 at a monthly cost of \$14,948.58 with an annual cost of \$179,382.96.

7. Gloucester County Special Services School District Cooperative Transportation

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a cooperative transportation agreement with the Gloucester County Special Services School District for the 2023-24 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for nonpublic routes.

8. SHE S2022-2 BR Williams, Inc Transportation Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve contracts for To/From Transportation Route(s) as follows to BR Williams, Inc. for the remainder of the 2022-2023 School Year.

Route #		BR Williams
SH10	Route Cost	\$390.00
	Increase/Decrease Adjustment Cost	\$1.50
	Per Diem Per Aide Cost	\$80.00
SH11	Route Cost	\$390.00
	Increase/Decrease Adjustment Cost	\$1.50
	Per Diem Per Aide Cost	\$80.00
Total Per Diem Bid		\$940.00
Bulk Bid % Deduction		0%
Total NET Per Diem Bid		\$940.00



9. Capital Projects

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the current Long Range Facilities Plan to authorize Garrison Architect to prepare and submit additional capital project applications for a gym roof and HVAC replacements at South Harrison Elementary School. Additionally, the BOE authorizes Garrison Architect to amend the district's current Long Range Facility Plan (LRFP) to include these projects as well other projects deemed appropriate by the district's Board of Education.

10. Resolution Appointing 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.

11. ESS Support Services Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the renewal of the contract with ESS Northeast, LLC, and ESS Support Services, LLC to provide substitute staffing services during the 2023-2024 school year as per the costs set forth in the attached pricing plan.

ROLL CALL: K1-N11 Omitting the Budget

Roll Call Vote:

Aye - 9

Nay - 0

Abstained - 0

ROLL CALL: For the budget only because of the changes:

Roll Call Vote:

Aye - 9

Nay - 0

Abstained - 0

Motion Carried

## **O. Policy**

1. Meeting of the Policy & Communication Committee - The committee did not meet this month.

*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**

During the 2022-23 School year, the administrative team will monitor the use of differentiated instruction in all grades and subject areas to ensure students of all ability levels are supported, enriched, and challenged. Administration will report results and highlights to the Board quarterly.

### **ii. School Culture**

The Board of Education wishes to promote positivity throughout the school district. This will be achieved over the remainder of the 2022-2023 school year in a variety of ways, including recognizing excellence in our Students, Families, Staff, and Community.

**iii. Finance**

The Board of Education will attentively focus on long-range fiscal planning for 2023-24 and following school years. Planning will be in conjunction with the Administrative Team and staff to explore cost savings, alternative funding possibilities, and any other strategies to promote the overall success of our students and school district. A report of findings and suggestions will be completed by June 30, 2023.

**Q. New Business**

Dr. Bruno stated she worked with Terry Lewis to update the strategic plan. She also stated sub-committees will be on Monday, May 8th.

Mrs. Brown is collecting \$10 for teacher appreciation week.

**R. Executive Session**

None at this time.

**S. Adjournment**

Motion by Mrs. Selb, second by Ms. Huggins, that the Board of Education adjourn the meeting at 8:10 p.m.

Motion carried unanimously.

Respectfully submitted,

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Dawn L. Leary, RSBA, MBA, QPA  
School Business Administrator/Board Secretary