

# **SOUTH HARRISON SCHOOL DISTRICT**

## **BOARD OF EDUCATION MINUTES**

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April 25, 2022  
Regular Meeting  
7:00 PM Cafeteria

### **A. Meeting Called To Order**

Meeting called to order at 7:03 p.m. by President Bruno.

### **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, Sarah Bell, School Business Administrator/Board Secretary, Scott Hogan, Chief School Administrator

\*Carrie Selb arrived at 7:10 p.m.

#### Members Not Present

None

### **E. Student Recognition**

PreK	Jonah Longenbach
Kindergarten	Aizah Ahmad
1st Grade	Alyssa Almeida
2nd Grade	Anthony Ross
3rd Grade	Lainey Waterman
4th Grade	David Witmer
5th Grade	Brielle Hartman
6th Grade	Talia Griscom
Art	Emily Grassia
Music	Amelia Scott
Physical Education	Aubrie Spotts
World Cultures	Brayden Barry

**F. Presentations & Discussions**

2022-2023 Public Hearing on budget by Dr. Scott J. Hogan, Chief School Administrator and Sarah J. Bell, School Business Administrator

**G. Public Comment**

Cheryl Easterling [483 Fislerville Road] asked questions pertaining to hiring Dr. Hogan's replacement. Dr. Bruno responded by explaining the process the board used to decide the administrative restructure to pursue, which was determined to be an Interim Supt and full-time Principal.

Dorothy Holt [10 Ashford Court] thanked the board for posting the state aid information on the school website. Mrs. Selb asked her to spread the word in the community in the hopes that it will put South Harrison on the map.

Anthony Ross [15 Lake Street] asked about the 2% tax levy cap and the state aid formula. Mrs. Bell reviewed the guidelines of the law and explained that South Harrison is not currently eligible for any options to exceed the cap.

John Kilgus [ 6 Lake Street] asked about the length of the curriculum contract and Mrs. Bell stated it was just year-to-year. Mr. Kilgus asked how long it will take for increasing enrollment to reverse the state aid losses, to which Mrs. Bell stated that some improvement may be seen immediately. Mr. Kilgus is concerned with increased class size and Dr. Hogan explained that there are other adjustments in the schedule that will be impacted before class size becomes too large.

Dr. English thanked the parents for asking the right questions and coming with offers to help. Dr. English is glad the same fears from last month of the school closing aren't there and she reminded the community that the school is not listing all its revenue and will not need to close.

**H. Executive Session**

None at this time.

**I. Approval of Minutes**

Motion by Ms. Huggins, second by Mrs. Cunningham.

Abstained - 0

Motion Carried

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

1. Work Session Meeting Minutes from March 24, 2022
2. Regular Meeting Minutes from March 28, 2022.

## 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:

Motion to open discussion of agenda items.

Motion by Mrs. Joan Pino-Talbot, second by Ms. Brown

## K. Personnel

None at this time.

## L. General Administration

1. Enrollment Reports as of March 31, 2022
  - i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	11	1
PK4	15	6
K	40	45
1	49	35
2	33	52
3	48	39
4	39	46
5	47	44
6	45	48
Resident Students	303	291
Choice Students	24	25
District Total	327	316

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison March 21, 2022	2:44 PM 2:47 PM	Fire Drill
South Harrison March 29, 2022	1:58 PM 2:01 PM	Shelter in Place

3. Student Discipline, Violence/Vandalism, HIB as of March 31, 2022

Infraction Reports	No. of Incidents this Month	2021-2022 Total-To-Date	2020-2021 Total
Detentions	6	18	0
Suspensions	0	0	1
Violence, Vandalism, Substance Abuse	0	3	0
Harassment/Intimidation/Bullying (Affirmed)	0	3	0

4. June Regular Board Meeting Change of Date

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education change the date of the June 2022 Regular Board Meeting from June 20, 2022 to June 13, 2022, in recognition of Juneteenth day, as recommended by the Chief School Administrator.

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	Total Cost	Cost to Students
Preschool	Storybook Land	6/1/2022	28	10	\$1,337.10	\$24.00
Kindergarten	Storybook Land	6/1/2022	40	10	\$1,592.50	\$22.00
1st Grade*	Adventure Aquarium	6/9/2022	49	10*	\$2,080.00	\$17.00*
2nd Grade	Philadelphia Zoo	5/25/2022	33	9	\$1,235.00	\$18.00
3rd Grade	Adventure Aquarium	6/13/2022	48	16	\$2,204.00	\$20.00
4th Grade	Wheaton Arts	5/27/2022	39	5	\$949.00	\$8.00
5th Grade*	Museum of the American Revolution	6/2/2022	47	10	\$1,973.00	\$12.00*
6th Grade*	Kingsway Field Trip	5/13/2022	45*	5	\$425.00	\$0.00
6th Grade*	Franklin Institute	6/10/2022	45*	8	\$2,670.00	\$0.00

\*denotes amended item

**M. Curriculum & Instruction**

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

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

**N. Financial**

1. Meeting of the Facilities & Finance Committee - Mrs. Pino-Talbot, Chairperson  
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 2022. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of March 2022.
  - 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 2022 Line Item Transfers for the 2021-2022 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, the the South Harrison Township Elementary School District Board of Education approve the following payment of bills:

04/30/2022	\$283,172.61	April Payments
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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, 2022.

5. Use of Facilities

Motion to retroactively approve the South Harrison Little League to use the Gymnasium from April 5th through May 23rd during after school hours, weather depending. Approval of the use of the Gymnasium is based on the South Harrison Little League meeting the following requirements:

- Submission of a prevention plan as outlined in NJDOH Document dated September 20, 2021
- Approval by the Chief School Administrator of that plan
- Signing of the Waiver Release for use of South Harrison Township Elementary School District facilities
- All parents submitting to the South Harrison Parent Teacher Organization a Covid-19 Risk Acknowledgement Acceptance Form

6. Transportation Bid #SHES20221-1 Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award To From Transportation Routes as follows to Holcomb Bus Service, Inc. for the 2022-2023 school year.

Route	Per Diem	Annual Cost
SH07	\$250	\$45,000
SH08	\$250	\$45,000
Total Per Diem Bid	\$500	\$90,000
Bulk Bid % Deduction	16%	\$14,400
<b>Total NET Per Diem Bid</b>	<b>\$420</b>	<b>\$75,600</b>

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 2022-23 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for nonpublic routes.

8. Gloucester County Special Services School District Consortium

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve joining the regional consortium, managed by the Gloucester County Special Services School District, for the American Rescue Plan Act Homeless Children and Youth (ARP-HCY 1I) funding allocation.

9. 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 2022-2023 school year as per the costs set forth in the attached pricing plan.

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. Schools Health Insurance Fund

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the

safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of South Harrison Township Elementary School District Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
  - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long term philosophy on rates.
  - b.) A willingness to work with bargaining units to achieve plan design changes.
  - c.) Professional management with stability and commitment.
  - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.



12. Adoption of the 2022-2023 Budget

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education adopt the 2022-2023 budget, as approved by the Executive County Superintendent, as follows:

2022-2023 School Year	Budget	Tax Levy
General Fund	\$5,482,698.00	\$3,573,525.00
Special Revenue	\$466,755.00	\$0.00
Debt Service	\$884,200.00	\$713,942.00
Total Base Budget	\$6,833,653.00	\$4,287,467.00

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; and

WHEREAS, the South Harrison Elementary School District Board of Education authorizes a withdrawal in the amount of \$350,000 from Capital Reserve for the 2022-2023 School Year to be used for the following purposes:

Roof repair/partial replacement	\$250,000
HVAC replacement in gym	\$ 75,000
Fire alarm system upgrade/panel replacement	\$ 25,000

Dr. English questioned the use of the capital reserve funds, to which Mrs. Bell explained the purpose and restrictions in using such.

Roll Call Vote:

Aye - 9

Nay - 0

Abstained 0

Motion Carried

**O. Policy**

1. Meeting of the Policy & Communication Committee - Mrs. Brown, Chairperson  
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. **Student Achievement**  
Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
  - ii. **Fiscal Responsibility and Accountability**  
Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
  - iii. **Safety and Support**  
Provide and monitor the effectiveness of research-based social-emotional instructional programs to improve prosocial behaviors, social problem solving and resilience/adaptability.
  - iv. **Teamwork, Professional Conduct and Civility**  
Ensure a culture of productivity and effectiveness that is driven by professional language, intent and behaviors that connect with the district-wide mission.
2. Dr. Lynch, Environmental Safety Management Corp - March MPR Floor testing

**Q. New Business**

Dr. Hogan wanted to recognize Mrs. Tighe, President of the Parent-Teacher Organization, on exceeding their goal of \$10,000 through the Boosterthon. Mrs. Tighe said it's very exciting and she thanked the staff and parents for their help.

**R. Executive Session**

1. HIB Incident #10
2. Personnel

**S. Adjournment**

Motion by Mrs.Pino-Talbot, second by Mrs. McIlvaine, that the Board of Education adjourn the meeting at 9:31 p.m.

Motion carried unanimously.

Respectfully submitted,

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Sarah J. Bell  
School Business Administrator/Board Secretary