



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

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Date: August 18, 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 ensure 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**

None at this time.

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

None at this time.

### **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 June 16, 2025
2. Executive Meeting Minutes from June 16, 2025
3. Special Meeting Minutes from June 30, 2025
4. Special Executive Meeting Minutes from June 30, 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 O-2 as follows:

#### **K. Personnel**

##### 1. Employment- Co-Curricular Workers

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Chief School Administrator:

| Name            | Position | Hours     | Compensation | Reason                           | Effective Date |
|-----------------|----------|-----------|--------------|----------------------------------|----------------|
| Bethany Bakley  | Nurse    | NTE 10hrs | \$45/hr      | Summer Work                      | As Needed      |
| Nick Deitz      | Teacher  | NTE 20hrs | \$45/hr      | Advanced Math Curriculum Writing | 7/1-8/31/2025  |
| Michele LaMalfa | Teacher  | NTE 20hrs | \$45/hr      | Advanced Math Curriculum Writing | 7/1-8/31/2025  |
| Kathryn Tranz   | Teacher  | NTE 20hrs | \$45/hr      | Advanced Math Curriculum Writing | 7/1-8/31/2025  |

2. Appointments and Reappointments

BE IT RESOLVED that the appointment(s) of the following staff member(s) be approved, as recommended by the Chief School Administrator, contingent upon criminal history review clearance and issuance of appropriate certification(s) where applicable:

| Name               | Position           | Location | Guide/ Step Salary  | Reason      | Effective Date |
|--------------------|--------------------|----------|---------------------|-------------|----------------|
| Jamie Caporale     | Preschool Teacher  | SHTES    | BA Step 4 \$57,754  | Appointment | 9/1/2025       |
| Jennifer Palestini | Guidance Counselor | SHTES    | MA Step 10 \$66,404 | Appointment | 9/1/2025       |

3. 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 Chief School Administrator:

| Name           | Institution           | Reason     | Cooperating Teacher | Dates of Placement |
|----------------|-----------------------|------------|---------------------|--------------------|
| Gillian Blades | Elizabethtown College | Internship | Kate Guzzetti       | Fall 2025          |

**L. General Administration**

1. Enrollment Reports as of June 30, 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                 | 46             | 35            |
| 5                 | 35             | 53            |
| 6                 | 51             | 38            |
| Resident Students | 326            | 320           |
| Choice Students   | 24             | 26            |
| District Total    | 350            | 346           |

2. Emergency Drills/Calls

| School/ Date                   | Time               | Drill Description |
|--------------------------------|--------------------|-------------------|
| South Harrison<br>June 2, 2025 | 8:40 AM<br>8:50 AM | Fire Drill        |

|                                 |                      |                        |
|---------------------------------|----------------------|------------------------|
| South Harrison<br>June 11, 2025 | 9:00 AM<br>9:04 AM   | Shelter in Place Drill |
| South Harrison<br>July 17, 2025 | 10:30 AM<br>10:35 AM | Fire Drill             |
| South Harrison<br>July 22, 2025 | 10:31 AM<br>10:35 AM | Shelter in Place Drill |

3. Student Discipline, Violence/Vandalism, HIB as of June 30, 2025

| Infraction Reports                            | No. of Incidents<br>this Month | 2024-2025<br>Total-To-Date | 2023-2024<br>Total |
|---|--------------------------------|----------------------------|--------------------|
| Detentions                                    | 4                              | 89                         | 63                 |
| Suspensions                                   | 1                              | 4                          | 4                  |
| Violence, Vandalism, Substance Abuse          | 0                              | 0                          | 0                  |
| Harassment/Intimidation/Bullying Non-affirmed | 0                              | 1                          | 0                  |
| Harassment/Intimidation/Bullying Affirmed     | 2                              | 3                          | 0                  |

4. Hiring of Vacant Positions

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education give the Superintendent the authority to hire for any vacant positions before the September 15, 2025 Board meeting, as needed.

5. Emergency Virtual or Remote Instruction Program Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Emergency Virtual or Remote Instruction Program Plan, as recommended by the Chief School Administrator.

6. Emergency Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Emergency Plan, as recommended by the Chief School Administrator.

7. Professional Development & Mentoring Plan

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Professional Development & Mentoring Plan, as recommended by the Chief School Administrator.

8. 2025/2026 Student Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Handbook 2025/2026, as recommended by the Chief School Administrator.

9. 2025/2026 Student Gifted & Talented Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Gifted & Talented Handbook 2025/2026, as recommended by the Chief School Administrator.

10. 2025/2026 Student Code of Conduct

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Code of Conduct 2025/2026, as recommended by the Chief School Administrator.

11. 2025/2026 Staff Handbook

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Staff Handbook 2025/2026, as recommended by the Chief School Administrator.

12. Curriculum

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education approve the 2025/2026 Curriculum, as recommended by the Chief School Administrator.

**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. Professional Development- Tuition Reimbursement

BE IT RESOLVED that the following staff professional development be retroactively approved as recommended by the Chief School Administrator:

| Title of Program  | Location                   | Date(s)   | Attendee(s)    | Educational Purpose  | Cost to District |
|---|----------------------------|-----------|----------------|----------------------|------------------|
| Introduction to EC Spec. Education/ Bldg. Mean Cur/Dev Math & Science | New Jersey City University | Fall 2025 | Kylie Goodrich | Continuing Education | \$5,493.54       |
| Learning & Motivation/ Classroom Management                           | New Jersey City University | Fall 2025 | Laura Hirst    | Continuing Education | \$5,493.54       |

**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 May and June 2025. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of May and June 2025.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of May and June 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. May and June 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:

|           |              |       |
|-----------|--------------|-------|
| 7/31/2025 | \$474,039.56 | Bills |
| 8/31/2025 | \$154,371.15 | Bills |

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 May 31, 2025 and June 30, 2025.

5. FY26 Breakfast & Lunch Prices

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the FY26 Breakfast and Lunch Prices:

| Meal          | Cost   |
|---------------|--------|
| Milk          | TBD    |
| Breakfast     | \$1.60 |
| Student Lunch | \$3.80 |

|                     |     |
|---------------------|-----|
| Adult Student Lunch | TBD |
| Adult Special Lunch | TBD |

6. Archbishop Damiano School Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Archbishop Damiano School for the 2025/2026 Regular and Extended School Year for SID #5877129356 for the amount of \$66,187.80 .This contract also includes extraordinary services for an additional amount of \$44,730.

7. CRESS Services Proposals

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following proposals with Gloucester County Special Services School District for CRESS Services for the 2025/2026 Regular School Year:

| Type of Service  | Amt. Time Requested        | Total Hours/Days | Fee       | Total     |
|------------------|----------------------------|------------------|-----------|-----------|
| Speech Therapy   | 5 days/week<br>(Full Time) | 184 days         | \$617/day | \$113,528 |
| Physical Therapy | 1 day/week                 | 37 days          | \$617/day | \$22,829  |

8. Environmental Safety Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a 2025/2026 agreement with Environmental Safety Management Corporation for one (1) annual Mercury Monitoring Event of the Multi-Purpose Room floor at a rate of \$3,000.

9. Professional Services Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the professional services contracts (listed below) at the specified rates, based on a successful record of performing professional services within the district, beginning July 1, 2025 through June 30, 2026; and, In accordance with 18A:18A-2 governing Professional Services:

- i. School Physician- George Serestis, D.O., \$3,500

10. Use of Facilities

Motion to approve South Harrison Township Soccer Club to use the MultiPurpose Room on Fridays beginning January 9, 2026 through March 27, 2026, during after school hours. Approval of the use of the MultiPurpose Room is based on South Harrison Township Soccer Club 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

11. Water Infrastructure Improvement Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the Water Infrastructure Improvement Grant application (submission August 25, 2025) for upgrades to 32 drinking water outlets within the South Harrison School District, with authorization for the Superintendent or designee to execute all necessary documents. Local funding will be used if any single item exceeds the \$6,000 grant funding limit.

12. Elementary and Secondary Education Act (ESEA) Federal Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to submit the application and accept the funds of ESEA Federal Grant for the 2025/2026 school year as follows:

Title 1-A \$34,206

Title II-A \$6,693

Title IV Part A \$10,000

13. IDEA Federal Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education hereby authorizes the submission of the IDEA application for Fiscal Year 2025, and accepts the grant award of the funds upon subsequent approval of the FY 2025 IDEA application in the amount of \$69,042 IDEA Basic and \$3,044 IDEA Preschool.

14. REAP Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the REAP grant (Small, Rural School Achievement Program ) for 7-1-2025 to 9-30-2026 for an amount of \$42,457.

15. Capital Reserve – Other Capital Projects

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education include that in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$30,000 for other capital project costs related to Cafeteria HVAC service and repairs. The total cost of this project is \$30,000, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

16. Resolution to Increase the Bid Threshold

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts whose School Business Administrator/Board Secretary does not possess a Qualified Purchasing Agent Certificate, from \$32,000, to \$39,000, effective July 1, 2025;



WHEREAS, the (Name of Board of Education) would like to take advantage of the maximum statutory bid threshold amount of \$39,000;

NOW, THEREFORE BE IT RESOLVED that the (Name of Board of Education), pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$39,000 for the school district, and further authorizes the School Business Administrator/Board Secretary, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

**17. Adopt Revised School Tax Levy Schedule**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the May 19, 2025 Board of Education meeting, the tax levy schedule for the 2025/2026 fiscal year as follows and to authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

| South Harrison Township School District |              |            |                     |
|---|--------------|------------|---------------------|
| 2025-2026 Tax Payment Schedule          |              |            |                     |
|   | General Fund | Debt       | Total               |
| 7/10/2025                               | 465,108.40   | 363,996.00 | 829,104.40          |
| 8/10/2025                               | 465,108.40   | -          | 465,108.40          |
| 9/10/2025                               | 372,086.72   | -          | 372,086.72          |
| 10/10/2025                              | 372,086.72   | -          | 372,086.72          |
| 11/10/2025                              | 372,086.72   | -          | 372,086.72          |
| 12/10/2025                              | 372,086.72   | -          | 372,086.72          |
| 1/10/2026                               | 372,086.72   | 363,996.00 | 736,082.72          |
| 2/10/2026                               | 372,086.72   | -          | 372,086.72          |
| 3/10/2026                               | 372,086.72   | -          | 372,086.72          |
| 4/10/2026                               | 372,086.72   | -          | 372,086.72          |
| 5/10/2026                               | 372,086.72   | -          | 372,086.72          |
| 6/10/2026                               | 372,086.72   | -          | 372,086.72          |
| <b>Total Raised</b>                     |              |            | <b>5,379,076.00</b> |

## 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.*

2. Policy/ Regulation First Reading

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies and regulations for first reading for revision and/or adoption:

| Policy/Regulation #'s                     |
|---|
| P 0174, P 0177, P 1570, P 6220, P 5339.01 |

## 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