

# **SOUTH HARRISON SCHOOL DISTRICT**

## **BOARD OF EDUCATION MINUTES**

---

Date: April 29, 2024  
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**

Laura Bruno, Joan Pino-Talbot, Toni Buckley, Deborah Cunningham, Cheryl Easterling, Janice Huggins, Jennifer McIlvaine, Carrie Selb, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Steve Price, Chief School Administrator

### **E. Student Recognition**

PreK	Mason Morgan
Kindergarten	Anastasia Rolon
1st Grade	Aubree Beach
2nd Grade	Taylor Bonzella
3rd Grade	Finn McIlvaine
4th Grade	Giovanni Alberici
5th Grade	Brooklyn Bell
6th Grade	Amelia Boone
Art	Juliana Walski
Physical Education	Nicholas Griscom
World Cultures	Jayden Sosa
Music	Rachel Stowers

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

1. 2024-2025 Public Hearing on budget by Steve Price, Interim Superintendent and Christian Albadine, School Business Administrator

### **G. Public Comment**

No public comments were made.

**H. Executive Session****I. Approval of Minutes**

Motion by Ms. Huggins, seconded by Mrs. Talbot

All in Favor? Aye

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 18, 2024
2. Executive Meeting Minutes from March 18, 2024

**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-3 as follows:

Motion to open discussion of agenda items.

Motion by Dr. Buckley, seconded by Ms. Huggins

All in Favor? Aye

**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 2024/2025 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	\$49,916.40
Lance Bird	BA	9	Music Teacher	4/24/2027	\$59,868
John Borchert	MA	10	School Psychologist	1/23/2027	\$65,269
Kristen Cade	BA	3	PreKindergarten Teacher	1/9/2027	\$52,828
Abby Cunningham	BA	4	PreKindergarten Teacher	9/1/2027	\$53,128
Nick Dietz	BA	5	5th Grade Science Teacher	10/20/2024	\$53,428

Kylie Goodrich	BA	3	PreKindergarten Teacher	1/9/2027	\$52,828
Jacklyn Guht	BA	3	Gen Ed Teacher	9/02/2026	\$52,828
Allison Hornberger	MA	6	Gen Ed Teacher	9/1/2027	\$57,379
Jessica Longenbach	BA	5	Art Teacher	9/1/2026	\$53,428
Katelyn Shapley	BA	3	Gen Ed Teacher	9/1/2026	\$52,828
Dennis Summerville	MA	5	Gen Ed Teacher	9/26/2026	\$56,529
Stefanie Quinn	BA	13	Special Ed Teacher	9/1/2027	\$69,750
Alicia Whitehead	BA	4	Gen Ed Teacher	9/1/2027	\$55,715

2. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2024/2025 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2023- 2024 Salary	2024-2025 Salary	% Increase
Katelin Mass	Administrative Assistant	\$42,230	\$43,496.90	3%
Melissa LaBarbera	Secretary	\$40,000	\$41,200	3%
Elizabeth Winterburn	Principal	\$108,000	\$112,000	N/A

3. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2024/2025 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2023- 2024 Salary	2024-2025 Salary
Nicole Foreacre	Lunch/ Playground Aide	\$15.13/hr	\$15.58/hr
Rose Linden	Media Center/ Classroom Aide	\$16.00/hr	\$16.48
Danielle Mullen	Lunch/ Playground Aide	\$15.13/hr	\$15.58/hr

Heather Randazzo	Lunch/ Playground Aide	\$15.13/hr	\$15.58/hr
Shelley Waddington	Lunch/ Playground Aide	\$15.13/hr	\$15.58/hr

4. Appointments and Reappointments- Non-Represented Staff Salaries

BE IT RESOLVED, that the following personnel recommendations are approved, as recommended by the Chief School Administrator, upon completion of of background check:

Name	Position	2023-2024	Effective Date
Kristy Stark	Lunch/ Playground Aide	\$15.13/hr	TBD

5. Leave of Absence

BE IT RESOLVED, that the following intermittent leave of absence be approved, as recommended by the Chief School Administrator. Family Leave will support this request.

Name	Position	Location	Reason	Effective Date
John Borchert	Teacher	SHTES	Intermittent Leave	4/22/2024-6/13/2024

6. Leave of Absence

BE IT RESOLVED, that the following leave of absence be amended from original approval at the February 26, 2024 Board of Education Meeting, to modify the leave of absence start date for the below staff member, as recommended by the Chief School Administrator. Sick, Family Leave and Child Rearing will support this request.

Name	Position	Location	Reason	Effective Date
Jaclyn Conklin	Teacher	SHTES	Maternity Leave	4/23/2024-11/25/2024

**L. General Administration**

1. Enrollment Reports as of March 31, 2024
  - i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	54	13
		15
K	39	40
1	44	49
2	41	33
3	42	48
4	36	39
5	54	47
6	38	45
Resident Students	322	305
Choice Students	26	24
District Total	348	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison March 14, 2024	2:00 PM 2:06 PM	Fire Drill
South Harrison March 20, 2024	2:10 PM 2:18 PM	Lock Down Drill

3. Student Discipline, Violence/Vandalism, HIB as of March 31, 2024

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	6	44	82
Suspensions	0	4	9
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	0	1
Harassment/Intimidation/Bullying Affirmed	0	0	4

**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. Summer Extended School Year 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 8, 2024 to Thursday, August 1, 2024, Monday through Thursday from 9:00 AM to 11:30 AM. Nursing care, related services, and transportation (resident students) will be provided.

3. Summer Extended School Year 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 8, 2024 to Thursday, August 1, 2024, 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. Pino-Talbot, 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 2024. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of February 2024.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2024. 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 2024 Line Item Transfers for the 2023-2024 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:

4/30/2024	\$364,874	April 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 February 29, 2024.

5. SHES2024-1 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 2024/2025 School Year.

Route#		BR Williams
SH10	Route Cost	\$250.80
	Increase/Decrease Adjustment Cost	\$1.50
	Per Diem Per Aide Cost	\$47.88
SH11	Route Cost	\$250.80
	Increase/Decrease Adjustment Cost	\$1.50
	Per Diem Per Aide Cost	\$47.88
Total NET Per Diem Bid		\$597.36
Total Annual Contract Amount		\$107,524.80

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 2024/2025 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for nonpublic routes.

7. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contracts with Gloucester County Special Services School District for the 2024/2025 school year for the following services:

Choice School Program	\$46.60 per student
Nonpublic Aid-In-Lieu Program	\$46.60 per student

8. ALMA Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a three year agreement with Alma for student database services for the 2024/2025, 2025/2026 and 2026/2027 school years at a total contract cost of \$26,037.36.

9. Educational Data Services, Inc.

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2024/2025 agreement with Educational Data Services, Inc. for the Supply Procurement System License and Maintenance fee at a rate of \$1,240.00

10. Med-Flex Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education retroactively approve a three year agreement with Med-Flex for medical waste disposal commencing on April 15, 2024 through November 21, 2027.

11. Professional Medical Staffing, LLC Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the substitute nursing service agreement with Professional Medical Staffing, LLC, for the 2024/2025 school year, at an hourly rate of \$61.00.

12. Horizon Staffing Resources Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the substitute nursing service agreement with Horizon Staffing Resources, for the 2024/2025 school year, at an hourly rate of \$72.00.

13. Use of Facilities

Motion to retroactively approve the South Harrison Township Parks & Recreation to use the Kitchen and Cafeteria April 13, 2024, during after school hours. Approval of the use of the Kitchen and Cafeteria is based on the South Harrison Township Parks & Recreation 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



**14. Use of Facilities**

Motion to approve the Harrisonville Fire Co. to use the MultiPurpose Room and Playing Fields May 17- May 18, 2024, during after school hours. Approval of the use of the MultiPurpose Room and Playing Fields is based on the Harrisonville Fire Co. 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

**15. Use of Facilities**

Motion to retroactively approve the South Harrison Township Soccer Club to use the MultiPurpose Room on Tuesdays and Thursdays in April and May 2024, during after school hours. Approval of the use of the MultiPurpose Room is based on the 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

**16. Use of Facilities**

Motion to retroactively approve the South Harrison Township Soccer Club to use the Playing Fields on Saturdays in April, May and June 2024, during after school hours. Approval of the use of the Playing Fields is based on the 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

**17. Use of Facilities**

Motion to retroactively approve the South Harrison Township Little League to use the Gym on Mondays and Wednesdays in April 2024, during after school hours. Approval of the use of the Gym is based on the South Harrison Township 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

18. Collaborative Federal Desk Monitoring Corrective Action Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the completion and submission of the Collaborative Federal Desk Monitoring Corrective Action Plan for Fiscal Year 2024.

19. Resolution Appointing A Risk Management Consultant

WHEREAS, the 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.

20. Adoption of the 2024-2025 Final Budget

The Superintendent recommends approval to adopt the Final Budget for FY 2024-2025:

BE IT RESOLVED that the final budget be approved for the 2024-2025 School Year using the 2024-2025 state aid figures as approved by the Executive County Superintendent of Schools:

	General Fund	Special Revenue	Debt Service	TOTAL
2024-2025 Total Expenditures	\$5,488,616	\$ 1,332,820	\$ 893,600	\$7,715,036
Less: Anticipated Revenues	\$1,598,273	\$1,332,820	\$172,067	\$3,103,160
Taxes to be Raised	\$3,890,343	\$0	\$ 721,533	\$4,611,876

**21. Travel and Related Expenses Reimbursements**

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.

**22. Maintenance Reserve Withdrawal**

BE IT RESOLVED, that as per N.J.A.C. 6A:23A-14.2(d) the general fund appropriations include a \$200,000 withdrawal from the Maintenance Reserve Account for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

**23. Capital Reserve Withdrawal – Excess Costs**

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Excess Costs & Other Capital Projects in the amount of \$200,000 for excess costs of \$200,000. The total costs of this Gym Roof and HVAC project is \$585,000 for which \$200,000 was determined as the final eligible cost and within the facilities efficiency standards and the \$200,000 was determined as excess costs and represent expenditures for construction elements or projects that exceed the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

**24. Use of Banked Cap**

BE IT RESOLVED that the South Harrison Elementary School District Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$172,448, for the purpose of maintaining the academic program in compliance with the state and local academic goals. The district intends to complete said purposes by June 2025.

ROLL CALL:

Roll Call Vote:

Aye - 9

Nay - 0

Abstained - 0

25. Shared Services Agreement with Logan Township School District Board of Education  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the shared services agreements with Logan Township Board of Education for the following, beginning July 1, 2024 through June 30, 2025:

Department	2023/2024	2024/2025
Child Study Team Supervisor Services	\$30,930	\$32,322
Facility Maintenance Services	\$94,015	\$98,246
Curriculum Supervisor Services	\$32,508	\$33,971
Information Technology Management Services	\$95,790	\$100,101
School Business Administration/Business Office Services	\$91,616	\$99,877
<b>TOTAL</b>	<b>\$344,859</b>	<b>\$364,517</b>

#### O. Policy

1. Meeting of the Policy & Communication Committee - Mrs. Cunningham, 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
1140P, 1523P, 1530P&R, 1550P
2200R, 2260P&R, 2411P

3. Abolish Policy/ Regulation

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education recommend the following policies be abolished:

Policy/Regulation #'s
5755A

ROLL CALL:

Roll Call Vote:

Aye - 9

Nay - 0

Motion carried to approve motions K-1 through O-3.

**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 2023-2024 school year, South Harrison Elementary School District will support and enhance student achievement through recognition of student successes that can be replicated. The administrative team will report to the Board of Education highlights of student success throughout the school year. Students will be publicly recognized and celebrated in school, on social media, and at Board of Education meetings.

*ii. School Culture*

The Board of Education will research the accomplishments of recent South Harrison Elementary graduates to highlight academic, vocational, and social preparedness by June 30, 2023. Using that data, the Board will strategically plan areas of emphasis for the future of the district.

*iii. Finance*

The Board of Education is committed to maintaining funding levels, accessing grants, and caring for and managing its assets. During the 2023-2024 school year, long-term forecasting will be done to plan for fiscal and physical management of the district. Recurring funding sources, grant opportunities, shared services, and other revenue-generating opportunities will be sought, investigated, and applied for to help direct the strategic plan for the future.

**Q. New Business**

**R. Executive Session**

**S. Adjournment**

Motion by Mrs. Pino-Talbot second by Dr. Buckley, that the Board of Education adjourn the meeting at 8:05 PM.

Motion carried unanimously.

Respectfully submitted,

---

Christian Albadine  
School Business Administrator