

SOUTH HARRISON SCHOOL DISTRICT

BOARD OF EDUCATION MINUTES

Date: December 16, 2024
Time: 7:00 p.m.
Location: Cafeteria
904 Mullica Hill Road
Harrisonville, NJ 08039

A. Meeting Called To Order

Meeting called to order at 7:00 p.m. by Board President, Dr. Laura 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

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

Absent:

Toni Buckley
Joseph Talbot

E. Student Recognition

| | |
|--------------------|-------------------|
| PreK | Mattison Mazzoni |
| Kindergarten | Hadiya Khan |
| 1st Grade | Violet Cunningham |
| 2nd Grade | Connor Ward |
| 3rd Grade | Ella Taylor |
| 4th Grade | Nikko Foreacre |
| 5th Grade | Riley Lane |
| 6th Grade | Annelise Bennett |
| Art | Theresa Pepe |
| Physical Education | Landon McKeever |
| World Cultures | Bryson Walton |
| Music | Colin Wiederholt |

F. Presentations & Discussions

1. Teacher of the Year
 - a. Interim Superintendent, Steve Price, and Principal, Dr. Winterburn introduced Teacher of The Year, Michelle LaMalfa, where she accepted a small reward.
2. Introduction of New Board of Education Members
 - a. Interim Superintendent, Steve Price, introduced Howard Mattson and Dana Carfaro

G. Public Comment

No public comments were made.

H. Executive Session

None at this time.

I. Approval of Minutes

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

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 November 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 N-8 as follows:

Motion to open discussion of agenda items.

Motion by Mrs. McIlvaine, seconded by Mrs. Easterling

All in Favor? Aye

K. Personnel

1. Administrative Consultant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve Steve Price to serve as Administrative Consultant at the rate of \$500/day, effective 01/01/2025 through 6/30/2025.

2. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be approved as recommended by the Chief School Administrator:

| Name | Position | Location | Reason | Effective Date | Years of Service |
|-----------------|------------------------------|----------|-------------|----------------|------------------|
| Danielle Mullen | Lunch/ Playground Aide | SHTES | Resignation | 12/5/2024 | 2.5 |
| Jaelynn Reyes | Teacher | SHTES | Resignation | 1/23/2025 | 0.5 |

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 |
|----------------|----------------------------------|------------|---------------------|--------------------|
| Corinne Snyder | Hawai'i Pacific University | Internship | Kate Guzzetti | 01/03-5/30/25 |

4. Leave of Absence

BE IT RESOLVED, that the following 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 | Family Leave | 1/10-4/4/25 |

5. Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be retroactively approved as of 9/1/2024, as recommended by the Chief School Administrator:

| Name | Position | Hours | Compensation | Reason | Effective Date |
|-----------------|--|-------|--------------|-------------|--------------------|
| Christine Baker | 6th Grade Activities Coordinator | TBD | \$928 | Appointment | 9/1/2024-6/30/2025 |

L. General Administration

1. Enrollment Reports as of November 30, 2024
 - i. Enrollment Report

| Grade Level | Current Totals | June 30, 2024 |
|-------------------|----------------|---------------|
| PK | 60 | 54 |
| K | 31 | 39 |
| 1 | 40 | 44 |
| 2 | 48 | 41 |
| 3 | 37 | 42 |
| 4 | 43 | 35 |
| 5 | 35 | 53 |
| 6 | 52 | 38 |
| Resident Students | 320 | 320 |
| Choice Students | 26 | 26 |
| District Total | 346 | 346 |

2. Emergency Drills/Calls

| School/ Date | Time | Drill Description |
|-------------------------------------|----------------------|---------------------------|
| South Harrison November 14, 2024 | 8:45 AM 8:58 AM | Building Evacuation Drill |
| South Harrison November 21, 2024 | 10:00 AM 10:06 AM | Fire Drill |

3. Student Discipline, Violence/Vandalism, HIB as of November 30, 2024

| Infraction Reports | No. of Incidents this Month | 2024-2025 Total-To-Date | 2023-2024 Total |
|---|--------------------------------|----------------------------|--------------------|
| Detentions | 6 | 28 | 63 |
| Suspensions | 0 | 0 | 4 |
| Violence, Vandalism, Substance Abuse | 0 | 0 | 0 |
| Harassment/Intimidation/Bullying Non-affirmed | 0 | 1 | 0 |
| Harassment/Intimidation/Bullying Affirmed | 0 | 0 | 0 |

4. 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 |
|-----------|-----------------------|---------|------------------|---------------------------------|---------------------|
| 5th Grade | Franklin Institute | 3/28/25 | 35 | 4 | \$16 |

| Group | Event/ Destination | Date(s) | # of Students | # of Teachers/ Chaperones | Cost to Students |
|-----------|-----------------------|-----------|------------------|---------------------------------|---------------------|
| 6th Grade | Track & Field Day | 5/02/2025 | 52 | 4 | \$0 |

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.

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 October. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of October 2024.
 - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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. October 2024 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:

| | | |
|------------|--------------|----------------|
| 12/31/2024 | \$496,747.14 | December 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 October 31, 2024.

5. ESS Minimum Wage Increase Addendum

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the addendum to the contract with ESS Support Services, LLC to account for the state mandated increase in minimum wage. ESS provides substitute staffing services during the 2024/2025 school year.

6. Use of Facilities

Motion to approve the South Harrison Township PTO to use the MultiPurpose Room on 1/24/2025, during after school hours. Approval of the use of the MultiPurpose Room is based on the South Harrison Township PTO 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

7. RESOLUTION TO RENEW 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 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.

8. **SCHOOLS HEALTH INSURANCE FUND INDEMNITY & TRUST AGREEMENT**

THIS AGREEMENT made this 16th day of December, 2024, in the County of Gloucester, State of New Jersey, by and Between the **SCHOOLS HEALTH INSURANCE FUND** referred to as "SHIF" and the governing body of the South Harrison Township Board of Education duly constituted Board of Education (or insert appropriate description), hereinafter referred to as "SCHOOL BOARD".

WITNESSETH:

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.
2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.
3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on July 1, 2024 and ending on June 30, 2027 at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.
4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF, (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the SCHOOL BOARD is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.
6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.
7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all moneys in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.
8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
 - b) Employee contributions to contributory group health insurance
 - c) Employer contributions to contingency account
 - d) Employee contributions to contingency account
 - e) Other trust accounts as required by the Commissioner of Insurance
9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.
10. Each SCHOOL BOARD who shall become a member of the SHIF shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement. Each SCHOOL BOARD, by the execution and delivery of an Indemnity and Trust Agreement agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

ROLL CALL:

Roll Call Vote:

Aye - 6

Nay - 0

O. Policy

1. Meeting of the Policy & Communication Committee - Ms. Deborah 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.

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

1. Approve Mr. Talbot to fill the vacant Board of Education position.

ROLL CALL:

Roll Call Vote:

Aye - 6

Nay - 0

2. Celebration of Board Member Service

- a. Dr. Bruno speaks to Deborah Cunningham's 31 years of Board of Education experience.

3. Celebration of Dr. Bruno's Board of Education term.

4. Ms. Huggins comments on Dr. Bruno's term as Board President.

R. Executive Session

None at this time.

S. Adjournment

Motion by Ms. Huggins, second by Mrs. Selb, that the Board of Education adjourn the meeting at 7:33 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine

School Business Administrator