

**SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES**

June 21, 2022
Regular Meeting
7:00 PM Cafeteria

A. Meeting Called To Order

Meeting called to order at 7:06 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, Carole English, Janice Huggins, Carrie Selb, Joseph Talbot, Sarah Bell, School Business Administrator/Board Secretary, Scott Hogan, Chief School Administrator

Members Not Present

Deborah Cunningham, Jennifer McIlvaine

E. Student Recognition

None at this time.

F. Presentations & Discussions

None at this time.

G. Public Comment

None at this time.

H. Executive Session

None at this time.

I. Approval of Minutes

Motion by Mr. Talbot, second by Ms. Huggins.

Abstained - 0

Motion Carried

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

1. Work Session Meeting Minutes from May 9, 2022
2. Work Session Executive Minutes from May 9, 2022
3. Regular Meeting Minutes from May 23, 2022.

J. Correspondence

Teacher's Association thank you note.

Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through P-2 as follows:

Motion to open discussion of agenda items.

Motion by Mrs. Pino-Talbot, second by Mr. Talbot

K. Personnel**1. Reduction in Force Amendment**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorizes an amendment of the May 23, 2022 motion K-12 Reduction In Force, from 2.5 positions to 2.6 positions, adjusting the Teacher of Music position from 0.5 FTE to 0.6 FTE.

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
Amy Danner	LDT/C & Instructional Coach	SHTES	Resignation	8/11/2022	7.5

3. Employment – Co-Curricular Workers

BE IT RESOLVED that the following personnel recommendations be approved, as recommended by the Chief School Administrator, and funded with ESSER ARP - Evidence Based Summer Learning & Enrichment Grant funds:

Name	Position	Hours	Compensation	Reason	Effective Date
Jessica Devecchio	Teacher	9:00am - 12:00pm	\$30.00/hr	Summer School Program	7/11/2022 - 8/11/2022

4. Secretary Stipends - FY22

BE IT RESOLVED that a stipend for the 2021-22 school year be approved, as recommended by the Chief School Administrator, for Danielle Rice in the amount of \$250 due to the restructure of BusinessOffice duties and shared services for the month of June 2022.

5. Secretary Stipends - FY23

BE IT RESOLVED that the following stipends for the 2022-23 school year be approved, as recommended by the Chief School Administrator, due to restructure of duties and shared services:

Name	Job Title	Stipend
Danielle Rice	Secretary	\$3,000
Brittney Wagner	Secretary	\$2,000
Elizabeth Wright	Secretary	\$2,000

Motion by Ms. Brown, second by Dr. English to table the Secretary Stipends.

6. 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
Shari Crouch	Chorus Accompanist	Up tp 20hrs	\$30.00/per hour	Appointment	9/1/2022-6/30/2023
Carolyn Olsen	Detention Monitor	Time Sheet	\$30.00/per hour	Admin. Activity	9/1/2022-6/30/2023
Cherie Sinor	Gardening Club	TBD	\$464	Appointment	9/1/2022-6/30/2023
Kathryn Tranz	Gardening Club	TBD	\$464	Appointment	9/1/2022-6/30/2023
Lisa Henjes	I&RS Coordinator	1 Hour Beyond the	\$1,333	Admin. Activity	9/1/2022-6/30/2023

		school day 2x/month			
Sarah Sobeck	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2022-6/30/2023
Sue Kenderdine	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2022-6/30/2023
Amanda McCart	I&RS Team Member	1 Hour Beyond the school day 2x/month Up tp 20hrs	\$30/hour	Appointment	9/1/2022-6/30/2023
Aimee Ferenz	Musical Director	TBD	\$1,333	Appointment	9/1/2022-6/30/2023
Carolyn Olsen	PEEC Coord.	TBD	\$250	Admin. Activity	9/1/2022-6/30/2023
Nick Deitz	PEEC Coord.	TBD	\$250	Admin. Activity	9/1/2022-6/30/2023
Heather George	Drama Club Co-Advisor	TBD	\$666.50	Appointment	9/1/2022-6/30/2023
Nick Deitz	Drama Club Co-Advisor	TBD	\$666.50	Appointment	9/1/2022-6/30/2023
Carolyn Olsen	Student Council	TBD	\$464	Appointment	9/1/2022-6/30/2023
Aimee Ferenz	Student Council	TBD	\$464	Appointment	9/1/2022-6/30/2023

7. 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	2021- 2022 Salary	2022-2023 Salary	% Increase
Zaneta Mehl	Lunch/ Playground Aide	\$14.00/hr	\$14.00/hr	0

8. 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
Courtney Haslam	School Psychologist	NTE 10hrs	\$30/hr	ESY	7/11-8/11/22
Amy Danner	LDT/C & Instructional Coach	NTE 10hrs	\$30/hr	ESY	7/11-8/11/22

9. 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
Courtney Haslam	School Psychologist	SHTES	Resignation	9/1/2022	7
Lisa Henjes	Interventionist	SHTES	Resignation	8/16/2022	15

L. **General Administration**1. Enrollment Reports as of May 31, 2022

i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	13	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	305	291
Choice Students	24	25
District Total	329	316

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison May 18, 2022	2:42 PM 2:45 PM	Fire Drill
South Harrison May 26, 2022	2:01 PM 2:04 PM	Shelter in Place Drill

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

Infraction Reports	No. of Incidents this Month	2021-2022 Total-To-Date	2020-2021 Total
Detentions	2	23	0
Suspensions	13	14	1
Violence, Vandalism, Substance Abuse	0	3	0
Harassment/Intimidation/Bullying (Affirmed)	2	6	0

4. HIB Findings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education affirm the findings of HIB incidents #11-12 for the month of May which were found to be a HIB as presented to the Board by the Chief School Administrator.

5. July Regular Board Meeting Date Notice

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education is holding a July 2022 Regular Board Meeting on July 18, 2022, as recommended by the Chief School Administrator.

6. August 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 August 2022 Regular Board Meeting from August 15, 2022 to August 23, 2022, as recommended by the Chief School Administrator.

M. Curriculum & Instruction1. 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.

2. Adoption of Curriculum

BE It RESOLVED, that the South Harrison Township Elementary School District Board of Education approve that all current written curriculum, courses, and textbooks of the District, on file in the office of the Chief School Administrator, be adopted for the 2022-2023 school year.

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 May 2022. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of May 2022.
 - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of May. 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 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:

06/30/2022	\$278,891.86	June 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 May 30, 2022.

5. HollyDELL School Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with HollyDELL School for the 2022-2023 Regular School Year for SID #2182897374 for the amount of \$86,346.

6. Environmental Management Corporation Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve a contract with Environmental Safety Management Corporation for the 2022-2023 school year for quarterly monitoring of the Multipurpose Room at a rate of \$10,000 to be paid with ESSER Funds.

7. South Jersey Gas Grant Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accepts a \$2,500 Grant, awarded by South Jersey Gas, in recognition of SID 2919594199 winning the 2022 Kids and Natural Gas Safety poster contest. The grant will be used to purchase safety equipment and/or signage for the school.

8. 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, 2022 through June 30, 2023; and, In accordance with 18A:18A-2 governing Professional Services:

- i. Financial Advisor - Phoenix Advisors, Inc., at a base fee of \$1,100, \$450 per issue set-up charge and \$250 for each Event filing
- ii. Auditor- Holt McNally & Associates, Inc. \$24,000.00
- iii. School Physician- Craig Bober, D.O., \$7,200
- iv. School Solicitor- Comegno Law Group, P.C., at an hourly rate of \$175 for Attorneys and \$75 for Paralegals
- v. Bond Counsel- Wilentz, Goldman & Spitzer, P.A., at an hourly rate of \$190.00 for attorney services and additional costs per the fee schedule
- vi. School Architect- Garrison Architects, at an hourly rate of \$150.00 for Principals and additional costs per the fee schedule

9. 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 2022-2023 school year as follows:

Title I \$11,510

Title II \$5,299

Title III \$392

Title IV \$10,000

10. Transfer of Current Year Surplus

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education motion to approve the following resolution for Transfer of Current Year Surplus to:

a. Capital Reserve Resolution:

WHEREAS, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-13 and N.J.A.C. 6A:23A-14.3 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes and code authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the South Harrison Township Elementary School District Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve Account, and

WHEREAS, the South Harrison Township Elementary School District Board of Education has determined that up to \$200,000 is available for such purpose of transfer to the Capital Reserve.

NOW THEREFORE BE IT RESOLVED, by the South Harrison Township Elementary School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

b. Maintenance Reserve Resolution:

WHEREAS, N.J.S.A.18A:21-2, N.J.S.A.18A:7G-13 and N.J.A.C. 6A:23A-14.3 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes and code authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the South Harrison Township Elementary School District Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve Account, and

WHEREAS, the South Harrison Township Elementary School District Board of Education has determined that up to \$100,000 is available for such purpose of transfer to the Maintenance Reserve.

NOW THEREFORE BE IT RESOLVED, by the South Harrison Township Elementary School District Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

11. Designation of Chief School Administrator: Transfer Authority

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education appoint as provided by N.J.S.A. 18A22-8.1 amended, the Chief School Administrator or designee, be designated to approve such item transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regularly scheduled meeting of the Board of Education.

12. Procurement of Goods and Services Through State Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve,

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the South Harrison Township Elementary School District Board of Education desires to authorize its purchasing agent, for the period July 1, 2022 through June 30, 2023, to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as awarded by said agency.

13. Authorization to Pay Claims Between Meetings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve authorization to be granted to the School Business Administrator to pay claims between monthly meetings of the Board of Education and be ratified at its next regularly scheduled meeting in accordance with N.J.S.A. 18A:19-4.1 for the period July 1, 2022 through June 30, 2023.

14. Establishment of Petty Cash Funds

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education, approve that authorization be granted to the Business Administrator to establish a petty cash account in the amount of \$200.00 in accordance with board policy 6620 for the 2022-2023 school year.

15. Appointment of Board Officials

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education, approve that the following Board Officials be appointed for the 2022-2023 school year:

Board Secretary	Sarah Bell
Affirmative Action Officer	Steven Price
School Safety Specialist	Christine Connelly
AHERA Compliance Officer	Sarah Bell
Indoor Air Quality Officer	Bethany Bakley
Integrated Pest Management (IPM) Coordinator	Sarah Bell
Right to Know Officer	Sarah Bell
504 Officer	Laura Flynn
Public Agency Compliance Officer	Sarah Bell
Purchasing Agent/Bid Threshold	Sarah Bell/\$44,000
Custodian of Public Records	Sarah Bell
Custodian of Student Records	Steven Price
Homeless Liaison	Laura Flynn
DYFS Liaison	Laura Flynn
Title IX Coordinator	Steven Price
Official for Investments and Wires	Sarah Bell
H.I.B. Coordinator	Steven Price
H.I.B. Specialist	TBD

16. Official Depositories and Signatories

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the individual signatories on all bank accounts for the 2022-2023 school year.

Account	Financial Institution	Signatory	Individual
Custodian Account 3 signatures required	Investors Bank	Board President Business Administrator Chief School Administrator	Laura Bruno Sarah J. Bell Mr. Steven Price
Payroll Account 2 signatures required	Investors Bank	Business Administrator Chief School Administrator	Sarah J. Bell Mr. Steven Price
Payroll Agency Account 2 signatures required	Investors Bank	Business Administrator Chief School Administrator	Sarah J. Bell Mr. Steven Price
Student Activity Account 2 signatures required	Investors Bank	Board President Business Administrator Chief School Administrator	Laura Bruno Sarah J. Bell Mr. Steven Price

17. COMPLIANCE WITH PL2015, CHAPTER 47

Pursuant to PL 2015, Chapter 47 the South Harrison Township Elementary School District Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the board of education. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

18. Gloucester County Special Services School District ESY Evaluations Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an agreement with Gloucester County Special Services School District for ESY meetings and evaluations for the 2022-2023 school year.

Service	Frequency	Cost
Speech Therapy	NTE 1hr	\$90 (\$90/hr)
Speech Therapy	NTE 5hrs	\$480 (98/hr)

19. Gloucester County Special Services School District ESY Services Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an agreement with Gloucester County Special Services School District for ESY Services for the 2022-2023 school year.

Service	Frequency	Cost
Speech Therapy	3 hours/week = 15hrs	\$1,470 (\$98/hr)
Physical Therapy	2.5 hours/week =12.5hrs	\$1,225 (98/hr)

20. Professional Medical Staffing, LLC Staffing Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve an agreement with Professional Medical Staffing, LLC to provide substitute nursing services on an as needed basis beginning July 1, 2022 and ending June 30, 2023, at a rate of \$54/hour for a Registered Nurse (RN).

21. 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 a shared services agreement with Logan Township Board of Education for the following, beginning July 1, 2022 through June 30, 2023:

Child Study Team Supervisor Services \$29,070

Facility Maintenance Services \$91,100

Curriculum Supervisor Services \$31,500

Information Technology Management Services \$92,820

School Business Administration/Business Office Services \$102,475

22. Transportation Bid #SHES20221-1 Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend, as originally approved at the April 25, 2022 Board Meeting, the To From Transportation Routes as follows to Holcomb Bus Service, Inc. for the 2022-2023 school year, from 180 to 181 school days:

Route	Per Diem	Annual Cost
SH07	\$250	\$45,250*
SH08	\$250	\$45,250*
Total Per Diem Bid	\$500	\$90,500*
Bulk Bid % Deduction	16%	\$14,480*
Total NET Per Diem Bid	\$420	\$76,020*

*denotes amended item

23. BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to submit the application and accept the funds of IDEA Federal Grant for the 2022-2023 school year as follows:

IDEA Basic \$63,913
IDEA Preschool \$3,134

O. Public Comment on Non Agenda Items

Sam Easterling requested clarification on the changes in Policy # 2312 Class Size. Dr. Hogan stated kindergarten class sizes remain at a max of 25 students, but grades 1st through 6th could be increased to as high as 30 students per class. Mr. Easterling also read aloud the comments on his twin students' report cards noting their similarities and expressed concerns for lack of review time for teacher/student end of year commentary.

Carolyn Olsen expressed concerns regarding increasing class size in the district's policy. Dr. Hogan stated this revision is a precautionary necessity due to state aid cuts.

Holly Griscom posed a question on curriculum and if the parents will be given the opportunity to participate in the discussion. Dr. Hogan reiterated that the board will be reviewing the curriculum and will look to parents for input. Mrs. Selb elaborated that the curriculum will be written this summer.

P. 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.

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	Title
<u>Policy # 2312</u>	Class Size

Roll Call Vote:

Aye - 7

Nay - 0

Abstained 1

Ms. Brown (N-22)

Motion Carried

Q. 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 - May MPR Floor testing

R. New Business

S. Executive Session

1. Negotiations
2. Personnel
3. Superintendent Evaluation

T. Adjournment

Motion by Ms. Brown, second by Mrs. Pino-Talbot, that the Board of Education adjourn the meeting at 9:25 p.m.

Motion carried unanimously.

Respectfully submitted,

Sarah J. Bell
School Business Administrator/Board Secretary