

SOUTH HARRISON SCHOOL DISTRICT

BOARD OF EDUCATION MINUTES

Date: June 17, 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, Janice Huggins, Jennifer McIlvaine, Carrie Selb*, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Steve Price, Chief School Administrator

Absent:

Deborah Cuuningham

Cheryl Easterling

**Carrie Selb arrived at 7:22 PM*

E. Student Recognition

PreK	Gatlin Pettolina
Kindergarten	Zoey Cennamo
1st Grade	Guillermo (Gabi) Varona
2nd Grade	Dante Gular
3rd Grade	Nolan O'Leary
4th Grade	Jeremy Rubino
5th Grade	Avery Voit
6th Grade	Michaiah Obiri-Yeboah
Art	Gianna Graziano
Physical Education	Richard Hanratty
World Cultures	Nora DeGarmo
Music	Cassidy Brun

F. Presentations & Discussions

G. Public Comment

No public comments were made.

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

Motion by Mr. Talbot, seconded by Mrs. Pino-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 May 20, 2024
2. Executive Session Minutes from May 20, 2024

J. CorrespondenceApproval 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:

Motion to open discussion of agenda items.

Motion by Ms. Huggins, seconded by Dr. Buckley

All in Favor? Aye

K. Personnel**1. Appointments and Reappointments - Non-Tenured Certificated Staff**

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

Name	Level	Step	Position	Salary
Jaelynn Reyes	BA	2	Teacher	\$52,528
Molly Ensminger	BA	9	Teacher	\$59,868

2. 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	Salary
Katie Sachs	Assistant Principal	\$93,000

3. Reassignment of Teaching Staff

BE IT RESOLVED, that the following personnel recommendations be approved, according to N.J.S.A. 18A:27-4.1, the transfer or reassignment of the following teaching staff members, as recommended by the Chief School Administrator:

Name	From	To
Linda Caltabiano	General Education Teacher	Interventionist

4. Employment- Co-Curricular Workers

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Chief School Administrator to be paid with IDEA Preschool 20-251-100-100 funds:

Name	Position	Hours	Compensation	Reason	Effective Date
Jennie Damming	Teacher	NTE 45hrs	\$30/hr	ESY	7/8-8/1/2024

L. General Administration1. Enrollment Reports as of May 31, 2024

i. Enrollment Report

Grade Level	Current Totals	June 30, 2023
PK	54	43
K	39	46
1	44	43
2	41	44
3	42	34
4	35	52
5	53	38
6	38	47
Resident Students	323	323
Choice Students	26	24
District Total	349	347

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison May 13, 2024	2:04 PM 2:08 PM	Hold Drill
South Harrison May 22, 2024	2:02 PM 2:06 PM	Fire Drill

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

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	11	61	82
Suspensions	1	5	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 - 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, 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 April 2024. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of April 2024.
 - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 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. April 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:

6/30/2024	\$329,125.08	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 April 30, 2024.

5. Lindenwold Board of Education Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education retroactively approve the tuition contract with Lindenwold Board of Education for the 2023-2024 Regular School Year beginning on January 23, 2024, for McKinney-Vento students SID #2945945032 and SID # 3655745919 for the amount of \$15,001.55. Lindenwold Board of Education is the sending district, South Harrison Township Elementary School District Board of Education is the receiving district.

6. Lindenwold Board of Education Tuition Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the tuition contract with Lindenwold Board of Education for the 2024-2025 Regular School Year for McKinney-Vento student SID # 3655745919 for the amount of \$12,258. Lindenwold Board of Education is the sending district, South Harrison Township Elementary School District Board of Education is the receiving district.

7. Amazing Transformations Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Amazing Transformations for behavior and educational support services for the 2024-2025 School Year at the specified rates.

8. GCSSSD ESY CRESS Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contract with Gloucester County Special Services School District for 2024-2025 ESY CRESS Services:

Service	Frequency	Cost
Speech Therapy	6 hours/week = 24hrs	\$2,640 (\$110/hr)
Physical Therapy	3 hours/week= 12hrs	\$1,320 (\$110/hr)

9. BR Williams, Inc Transportation Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the following transportation quotes for To/From Transportation Route(s) as follows to BR Williams, Inc. for 2024-2025 Extended School Year.

Route	Quoted Cost Per Diem	Quoted Cost Per Diem Per Aide	Total Per Diem Cost	Mileage Increase/ Decrease
SHESY1	\$200.00	\$48.00	\$248.00	\$1.50
SHESY2	\$200.00	N/A	\$200.00	\$1.50

10. 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 2024-2025 school year as per the costs set forth in the attached pricing plan.

11. Systems 3000 Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Systems 3000 renewal for the Software License Agreement in the amount of \$12,562 for the 2024-2025 school year.

12. Food Service Management Renewal

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the May 20, 2024 Board of Education Meeting, to approve the renewal of the food service management contract with Nutri-Serve Food Management at a fee of \$17,175 for the 2024-2025 school year, with no guarantee. The total cost of the contract is \$138,734.76. This is year four with an option of 4 "one year" renewals.

13. ROD Grant Project Award

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award the ROD Grant Project of the Roof and HVAC replacement project to W.J. Gross, Inc. General Contracting. The total cost of the HVAC replacement is \$339,290 and the total cost of the roof replacement is \$245,710.

14. 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, 2024 through June 30, 2025; and, In accordance with 18A:18A-2 governing Professional Services:

- i. Financial Advisor - Phoenix Advisors, Inc., at a base fee of \$1,350, \$450 per issue set-up charge and \$250 for each Event filing
- ii. School Solicitor- Comegno Law Group, P.C., at an hourly rate of \$185 for Attorneys and \$85 for Paralegals
- iii. Bond Counsel- Wilentz, Goldman & Spitzer, P.A., at an hourly rate of \$175.00 for attorney services and additional costs per the fee schedule
- iv. School Architect- Garrison Architects, at an hourly rate of \$150.00 for Principals and additional costs per the fee schedule
- v. Auditor- Ford, Scott & Associates, L.L.C. \$27,000

15. 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 \$1,000,000 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 \$1,000,000 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.

16. 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.

17. 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, 2024 through June 30, 2025, 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.

18. 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, 2024 through June 30, 2025.

19. 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.

20. Stabilized School budget Aid Grant and Increase in Tax Levy

WHEREAS, P.L.2024, c.13: Stabilized School Budget Aid Grant Program and Increased Tax Levy Cap for Certain Districts, and;

WHEREAS, Under the Stabilized School budget Aid Grant Program, a school district subject to a State school aid reduction in the 2024-2025 school year is eligible for an aid grant equal to 45% of the amount of the school district's State school aid reduction, and;

WHEREAS, Eligible Districts may request additional increases to its adjusted tax levy that are authorized pursuant to section 2 of this act, and;

WHEREAS, Districts were provided notice of the amounts eligible on or about May 15, 2024, and;

WHEREAS, Districts must appropriate these funds no later than July 5, 2024, and;

WHEREAS, the South Harrison Township Elementary School District Board of Education appropriates the additional funds received in the amount of \$157,260 and the additional allowable tax levy in the amount of \$115,507 for a total budget increase of \$254,620 in the following budgetary line items:

Budget line	Amount	Description
11-1XX-100-XXX	\$33,653	ESS Staffing
11-230-100-XXX	\$75,000	Interventionist Position
11-000-216-XXX	\$21,250	Speech Services
11-000-217-XXX	\$75,967	Behavior Support
11-000-219-XXX	(\$16,317)	Reallocate a Salary
11-000-270-XXX	\$45,000	Pre-K Transportation
11-XXX-XXX-2XX	\$20,067	Employee Benefits

NOW, THEREFORE, BE IT RESOLVED that the South Harrison Township Elementary Board of Education hereby adopts the revised tentative budget for SY 2024-2025 for submission to the county office for approval and sets a public hearing date of TBD:

	2024-25 Budget	Tax Levy
General Fund	\$5,743,236	\$ 4,005,850
Special Revenue	\$1,332,820	\$0
Debt Service	\$893,600	\$721,533
Total	\$7,969,656	\$4,727,383

O. Policy

1. Meeting of the Policy & Communication Committee - 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 #'s
2415.30
5750

ROLL CALL:

Roll Call Vote:

Aye - 7

Nay - 0

Motion carried to approve motions K-1 through O-2.

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**1. Superintendent's Contract**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education tentatively approve the contract extension for Interim Superintendent, Steve Price, as per the terms in the contract, through December 31, 2024, pending the Commissioner of Education's signature.

2. Superintendent's Evaluation**R. Executive Session****S. Adjournment**

Motion by Ms. Huggins second by Dr. Buckley, that the Board of Education adjourn the meeting at 7:41 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator