

SOUTH HARRISON SCHOOL DISTRICT

BOARD OF EDUCATION MINUTES

Date: March 18, 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	Caden Sloan
Kindergarten	Paige Vermeeran
1st Grade	Daniel Bauman
2nd Grade	Paisley Eschenbach
3rd Grade	Mason Bonzella
4th Grade	Jeremy Young
5th Grade	Annelise Bennett
6th Grade	Anila Knight
Art	Zachary Smith
Physical Education	Juliana Bruno
World Cultures	Jacob Shieh
Music	Landon McKeever

F. Presentations & Discussions

1. SSDS Report

G. Public Comment

No public comments were made.

H. Executive Session

I. Approval of Minutes

Motion by Dr. Buckley, seconded by Ms. Huggins

All in Favor? Aye

Abstained: 1- Cunningham

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 February 26, 2024
2. Executive Meeting Minutes from February 26, 2024

J. CorrespondenceApproval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through N-14 as follows:

Motion to open discussion of agenda items.

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

All in Favor? Aye

K. Personnel

1. 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	Job Title	2023-2024 Salary	Effective Date
Mrs. Forosiski	Substitute Nurse	\$225/per diem	TBD

2. Leave of Absence

BE IT RESOLVED, that the following leave of absence be amended from original approval at the January 22, 2024 Board of Education to correct the start date of said leave of absence, as recommended by the Chief School Administrator. Sick, Family Leave and Child Rearing will support this request.

Name	Position	Location	Reason	Effective Date
Kristen Cade	Teacher	SHTES	Maternity Leave	3/18/2024-6/13/2024

L. General Administration

1. Enrollment Reports as of February 29, 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 February 12, 2024	2:10 PM 2:15 PM	Fire Drill
South Harrison February 21, 2024	2:11 PM 2:19 PM	Lock Down Drill

3. Student Discipline, Violence/Vandalism, HIB as of February 29, 2024

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	13	38	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 - 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 - 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 January 2024. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of January 2024.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 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. January 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:

3/31/2024	\$259,877.04	March 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 January 30, 2024.

5. Horizon Staffing Resources Agreement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education retroactively approve the substitute nursing service agreement with Horizon Staffing Resources, for the remainder of the 2023/2024 school year, effective 3/15/2024, at an hourly rate of \$68.00.

6. Adoption of the 2024-2025 Tentative Budget

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

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	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

7. Preschool Education Aid Enrollment and Budget Workbook

BE IT RESOLVED the South Harrison Elementary School District approve to submit the 2024-2025 Preschool Education Aid Enrollment and Budget Workbook for funding in the amount of \$1,154,825 for a total of 5 preschool classrooms to include up to 69 general education students (ages 3 and 4) and up to 6 special education students (ages 3 and 4).

8. 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.

9. 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.

10. 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.

11. 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.

12. Rod Grant Authorization

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the January 22, 2024 Board of Education Meeting, to approve the request to Authorize Execution and delivery of the Grant Agreement Project # (05) 15-4880-050-23-R501. The estimated construction cost is \$585,000.00 with a 40% ROD Grant in the amount of \$234,000.00.

13. Rod Grant Delegation

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education amend from original approval at the January 22, 2024 Board of Education Meeting, to approve to authorize the Delegation of Authority to the School Business Administrator for the supervision of the School Facilities Project. The estimated construction cost for Project # (05) 15-4880-050-23-R501 is \$585,000.00 with a 40% ROD Grant in the amount of \$234,000.00. The work to be completed includes the following improvements: Gym Roof and HVAC Replacement. Further authorize Garrison Architects to amend the district's Long-Range Facility Plan to include this project, and to authorize Garrison Architects to prepare bid specifications for this project for future advertisement.

14. Capital Reserve & Rod Grant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to authorize the use of the Capital Reserve Account to fund the local share of the Rod Grant State Project # (05) 15-4880-050-23-R501 in the amount of \$351,000. The scope of the project to be completed includes the following improvements: Gym Roof and HVAC Replacement.

ROLL CALL:

Roll Call Vote:

Aye - 8

Nay - 0

Abstained: Dr. Buckley

Motion carried to approve motions K-1 through N-14.

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.

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**

1. Personnel

S. Adjournment

Motion by Ms. Huggins second by Mrs. Cunningham, that the Board of Education adjourn the meeting at 8:54 PM.

Motion carried unanimously.

Respectfully submitted,

Christian Albadine
School Business Administrator