

# January Board Brief



**Committed to Excellence**

## Board Brief

*The following information is intended to inform staff and community members of recent action taken by the Board. The information included in this brief is not intended to be complete and does not replace official Board minutes.*

**Highlights from the South Harrison Township Elementary School District Board of Education regular meeting held on January 27<sup>th</sup>.**

### **ENROLLMENT as of December 31, 2014**

<b>RESIDENT STUDENTS</b>	<b>356</b>
<b>CHOICE STUDENTS</b>	<b>25</b>
<b>TOTAL</b>	<b>381</b>

### **PRESENTATIONS**

- (None)

### **CORRESPONDENCE**

- Thank you note from Mrs. Burr

### **SUPERINTENDENT'S REPORT**

Dr. Lavender updated the Board on a variety of topics related to the District, which included the following discussion item(s)...

- 2015-2016 South Harrison Twp. Elementary School Calendar
- GCSBA Update
- Principal Position
- Special Education Personnel

### **ATTENDANCE SUMMARY**

*2014-2015 Monthly Average % of Students in Attendance for October – December:*

2014 - 2015 Monthly Average % of Students in Attendance				
Grade Level	Oct %	Nov %	Dec %	2014-2015 Current YTD Average %
Pre-K 3	96.00	95.00	99.00	96.67
Pre-K 4	65.00	68.00	97.00	65.33
K	90.00	87.00	93.00	89.67
<b>Average Pre-K &amp; K</b>	<b>83.67</b>	<b>83.33</b>	<b>96.33</b>	<b>87.00</b>
1	96.00	95.00	96.00	95.33
2	94.00	93.00	97.00	94.00
3	97.00	96.00	95.00	97.00
4	96.00	96.00	96.00	96.33
5	94.00	93.00	96.00	93.67
6	93.00	94.00	96.00	93.67
<b>Average 1 - 6</b>	<b>95.00</b>	<b>94.50</b>	<b>96.00</b>	<b>95.25</b>

### **PERSONNEL**

#### ***District Employment***

- Administration: Corinne Mesmer (Principal)
- Certificated Staff: Angela Orvis (Part-Time Spanish Teacher)
- Non-Certificated Staff: Danielle Rice (Secretary to Special Education Services/Data Specialist)
- Leave of Absence: Sarah Brown, 3<sup>rd</sup> Grade Teacher (1/22/15 – 1/30/15, expected return 2/2/15)

- Long-Term Substitute(s): Extended Tonya Foster, Special Education Teacher, thru June 30<sup>th</sup>.
- Substitute(s):
  - Bianchini Zinkevich (as needed)
  - Kathleen Weiland (as needed)
- Homebound Instructor: (None)
- Retirement(s): (None)
- Resignation(s): (None)
- Curriculum Lead Person: (None)
- Practicum Student(s): (None)
- Volunteer(s): (None)

#### FIELD TRIPS

- **NJ School of Conservation** – 55 6<sup>th</sup> Grade students, along with 8 chaperones, will be visiting the NJ School of Conservation on May 26, 2015.

#### EMERGENCY DRILLS/CALLS

- **12/1/14 – Fire Drill.** Begin time: 10:30am, end time: 10:45am.
- **12/9/14 – Lock In/Shelter in Place.** Begin time: 9:37am, end time: 9:42am.

#### PROGRAMS/OTHER

The Board approved the following programs:

- The Board approved Dr. Dennis Graham to do neurologicals at South Harrison. The cost will be \$250 per evaluation.
- The Board approved tuition contracts for two special education students at Bankbridge Elementary School for the remainder of the 2014-2015 school year (\$23,994.00 and \$19,902.00 respectively).
- The Board approved transportation for two students attending Bankbridge Elementary School at a cost of \$50.88 per diem per student. Route is S5009.

- The Board approved David Datz and Clark Pettit as chaperones for the Stokes trip.
- The Board approved the 2015-2016 South Harrison Twp. Elementary School calendar.

#### POLICY

- The following policies were presented to the Board for first reading/introduction:
  - (None)
- The following policies were presented to the Board for a second reading/adoption:
  - (None)

#### BUSINESS, FACILITIES & FINANCE

- The Board approved the Board Secretary's Report and Bill List for November 2014.
- **Use of Facilities.** The following facility requests were approved by the Board:
  - South Harrison Home & School, 5<sup>th</sup> Annual 5K and 1 Miler, Saturday, March 21, 2015, at 7:00am.
  - South Harrison Parks & Recreation, Senior Luncheon on Saturday, May 2, 2015, at 10:00am.
  - South Harrison Parks & Recreation, Senior Luncheon on Saturday, November 14, 2015, at 10:00am.
  - South Harrison Stokes – Father Daughter Dance on Friday, February 6, 2015 from 6:30pm – 9:00pm (snow date: Saturday, February 7<sup>th</sup>).

#### SOUTH HARRISON TOWNSHIP ELEMENTARY SCHOOL BOARD OF EDUCATION ANNUAL ORGANIZATION MEETING

*The Board held its Annual Organization Meeting on January 6, 2015.*

- **Appointment of Board Officials.** The following Board Officials were appointed for the calendar year 2015 and through the reorganization meeting in January 2016 or

as soon thereafter as the Board acts on appointments:

Board Secretary:	Linda DiStefano
Alternate Board Secretary:	Janine Wechter
Affirmative Action Officer:	New Principal to be appointed
AHERA Compliance Officer:	Janine Wechter
Indoor Air Quality Officer:	Bethany Bakley
Integrated Pest Management (IPM) Coordinator:	Larry Lore
Right to Know Contact Person:	Janine Wechter
504 Officer:	Shanna Hoffman
Public Agency Compliance Officer:	Janine Wechter
Purchasing Agent/Threshold:	Janine Wechter/\$36,000
Custodian of Public Records:	Janine Wechter
Custodian of Student Records:	New Principal to be appointed
Homeless Liaison:	Shanna Hoffman
DYFS Liaison:	New Principal to be appointed
Attendance Office:	New Principal to be appointed
Title IX Coordinator:	New Principal to be appointed
Official for Investments and Wires:	Janine Wechter
H.I.B. Coordinator:	Shanna Hoffman
H.I.B. Specialist:	Katie Fransko

- **Appointment of Professionals-Fees Schedules.** The following Professionals-Fees were appointed for the calendar year 2015 and through the reorganization meeting in January 2016 or as soon thereafter as the Board acts on appointments:

Insurance Agent:	The Barclay Group
District Auditor:	Holman Frenia Allison, P.C.
Board Attorney:	Schwartz Simon

	Edelstein & Celso, LLC
Architect of Record:	Garrison Architects
Engineer of Record:	Federici and Akin, P.A. Consulting Engineers
Policy Service Provider:	Strauss Esmay
School Physician:	Dr. W.G. Harris, Jr.
Third Party Administrator for 403(b) Plans:	Lincoln Investments and MET Life
E-Rate Consultant:	E-Rate Exchange, LLC
Delegate:	Debbie Cunningham

- **Designation of Superintendent: Transfer Authority.** Move that as provided by N.J.S.A. 18A22-8.1 amended, the Superintendent or designee, be designated to approve such line 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.
- **Procurement of Goods and Services through State Contract.** 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 School District Board of Education desires to authorize its purchasing agent for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments 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 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.

- **Adoption of Safety and Security Plan.** Emergency procedures as described in the official South Harrison Township School District Safety and Security Plan were approved as recommended by the Superintendent of Schools.
- **Adoption of Official Newspaper.** The South Jersey Times is hereby designated as the official newspaper to receive notification of meetings as required by any and all sections of the Open Public Meetings Act.
- **Board Meetings.** The Board of Education of the South Harrison Township School District in the County of Gloucester, State of New Jersey will meet to discuss or act upon public business at 7:30 p.m. on each date set forth below, in the School Media Center, 904 Mullica Hill Road, Harrisonville, New Jersey:
  - January 27, 2015
  - February 24, 2015
  - March 17, 2015
  - April 28, 2015
  - May 26, 2015
  - June 23, 2015
  - July 2015 (No Meeting)
  - August 25, 2015
  - September 22, 2015
  - October 20, 2015
  - November 24, 2015
  - December 22, 2015
  - January 5, 2016 (Reorganization)
- **Adoption of Curriculum.** The Board adopted all current written curriculum, courses, and textbooks of the District, on file in the office of the Superintendent for the calendar year 2015 and through the reorganization meeting in January, 2016.
- **Readoption of Policy Manual.** The Board readopted all current written policies, bylaws, and regulations in the official Policy Manual of the South Harrison Township School District Board of Education for the calendar year 2015 and through the reorganization meeting in January, 2016 unless modified in accordance with those applicable policies, bylaws, and regulations.
- **Approval of Handbooks.** The Board approved that all present handbooks be continued in effect until modified upon the recommendation of the Superintendent of Schools for the calendar year 2015 and through the reorganization meeting in January, 2016.
- **Adoption of Parliamentary Procedure.** The Board adopted parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the calendar year 2015 and through the reorganization meeting in January, 2016.
- **Designation of Official Website.** The Board adopted as the official website of the district for the calendar year 2015 and through the reorganization meeting in January, 2016:
  - [www.southharrison.k12.nj.us](http://www.southharrison.k12.nj.us)
- **Authorization to Pay Claims between Meetings.** The Board authorized the School Business Administrator to pay claims between monthly meetings of the Board of Education not greater than \$500,000 to be ratified at its next regularly scheduled meeting in accordance with N.J.S.A. 18A:19-

4.1 for the calendar year 2015 and through the reorganization meeting in January, 2016.

- **District Travel Limitations.** The District will establish travel regulations for staff members and board of education members in accordance with board policy 6471 and P.L. 2007 c. 53 for the calendar year 2015 and through the reorganization meeting in January, 2016.
- **Authorization of Petty Cash Funds.** The Board authorized the establishment of the following petty cash accounts in accordance with board policy 6620 for the calendar year 2015 and through the reorganization meeting in January, 2016:

Office	Amount	Custodian
Superintendent/ SBA	\$200.00	Janine Wechter

- **Adoption of Chart of Accounts.** The Board adoption the Uniform Minimum Chart of Accounts for New Jersey Public Schools for use for the calendar year 2015 and through the reorganization meeting in January, 2016.
- **Adoption of Substitute Employment Rates.** The Board approved the following substitute employment rates for the calendar year 2015 and through the reorganization meeting in January, 2016:

Position	Term	Credentials	Rate
Professional Staff	Days 1-20	Substitute Teacher	\$70.00 Daily
Professional Staff	Days 20+	Substitute Teacher	\$85.00 Daily
School Nurse	1+	Substitute Nurse	\$100.00 Daily
Professional (Long Term)	Days 1-60 Days 60+	Teacher Certificate	\$100.00 Step 1 Per Diem Daily

Position	Term	Credentials	Rate
Classroom Aide	1+	HS Diploma	\$60.00 Daily
Playground Aide	1+	HS Diploma	\$8.38 Hourly
Cafeteria/ Classroom Aide	1+	HS Diploma	\$8.38 Hourly
Clerical Aide	1+	HS Diploma	\$8.38 Hourly
Lunch/ Phone Aide	1+	HS Diploma	\$8.38 Hourly

- **Discussion Items.** Dr. Lavender updated the Board on a variety of topics related to the District, which included the following discussion item(s)...
  - BOE Vacancy Status
- **Use of Facilities.** The Board approved the following use of facilities request:

Group	Event	Date(s)	Time
Stokes	Zumbathon	1/16/15	6:00-9:00PM

- **Finance Chairperson.** The Board approved Joe Talbot as Finance Chairperson.

### MISCELLANEOUS

Numerous other requests for approval for workshop attendance, student activities, and education items were approved by the Board of Education. These approvals will be reflected in the formal minutes of the meeting, which are available in the office of the Board of Education secretary as well as posted online after Board approval.

The next meeting of the Board is scheduled for **Tuesday, February 24, 2015**, in the South Harrison Elementary School library and begins at 7:30 p.m.