

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

Reorganization Meeting
January 5, 2016
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by Jason Schimpf.

B. Pledge of Allegiance

C. Statement of Open Public Meeting Compliance

Pursuant to the Open Public Meetings Act, Chapter 231, Public Laws of 1975, this meeting has been duly advertised in the South Jersey Times, issue of August 7, 2015. All municipal clerks of the townships and boroughs within the Regional School District have been duly notified and the requirements of posting of notices have been met.

D. Election Results/Oath of Office

Mr. Schimpf, Business Administrator/Board Secretary, read aloud the election results and provided the oath of office to the following newly elected Board of Education members pursuant to N.J.S.A. 18A:12-2.1:

| <u>Board Member</u> | <u>Term Expiration</u> |
|---------------------|------------------------|
| Laura Bruno | 2018 |
| Ron Reilly | 2018 |
| Toni Buckley | 2018 |

E. Board Member Vacancy Interviews and Installation

Motion by McShea, second by Huggins

RESOLVED, that the South Harrison Elementary School District Board of Education appoint Deborah Cunningham to a one-year unexpired term until the next reorganization meeting per the vacancy created by the resignation of Carole English.

Motion approved unanimously.

F. Roll Call

Members Present

Michael Brennan, Janet Brown, Toni Buckley, Deborah Cunningham, Janice Huggins, James McShea, Ron Reilly, Joseph Talbot, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

None

G. Election of President

- The Chairperson Pro-Tem will open the floor for nominations for President to serve until the next Reorganization meeting:

Mrs. Brown nominates Mr. Brennan
Mr. Brennan denies the nomination
Mr. Brennan nominates Mrs. Brown
Mr. McShea nominates Mrs. Cunningham

Motion by Buckley, second by McShea,

Be It Resolved, that the South Harrison Township Board of Education close the nominations for President of the Board of Education

Motion carried unanimously

- The Chairperson Pro-Tem called the vote for President of the Board of Education:

Vote ended in a tie between Mrs. Brown and Mrs. Cunningham, the Gloucester County Superintendent will determine the President.

H. Annual Ethics Training

Motion by McShea second by Huggins

RESOLVED, that the South Harrison Elementary School District Board of Education adopt the New Jersey School Boards Association Code of Ethics and acknowledge receipt of the annual required training pursuant to N.J.S.A. 18A:12-21 et seq.

Motion carried unanimously

I. Approval of Action Items

Motion by McShea second by Huggins

RESOLVED, that the South Harrison Elementary School District Board of Education approve resolutions J1-J4 – J6-J17 and K1 as follows:

J-1 Appointment of Board Officials

RESOLVED, that the following Board Officials be appointed for the calendar year 2016 and through the reorganization meeting in January, 2017 or as soon thereafter as the board acts on appointments:

| | |
|---|------------------------|
| Board Secretary: | Jason Schimpf |
| Affirmative Action Officer: | Donna Carter |
| AHERA Compliance Officer: | Larry Lore |
| Indoor Air Quality Officer: | Bethany Bakley |
| Integrated Pest Management (IPM) Coordinator: | Larry Lore |
| Right to Know Contact Person: | Larry Lore |
| 504 Officer: | Shanna Hoffman |
| Public Agency Compliance Officer: | Jason Schimpf |
| Purchasing Agent/Threshold: | Jason Schimpf/\$40,000 |
| Custodian of Public Records: | Jason Schimpf |
| Custodian of Student Records: | Corinne Mesmer |
| Homeless Liaison: | Shanna Hoffman |
| DYFS Liaison: | Shanna Hoffman |
| Title IX Coordinator: | Corinne Mesmer |
| Official for Investments and Wires: | Jason Schimpf |
| H.I.B. Coordinator | Shanna Hoffman |
| H.I.B. Specialist | Courtney Casey |

NJSBA Delegate
GCSBA Delegate
Alternate Delegate

Toni Buckley
Janet Brown
Joseph Talbot

J-2 Professional Service Appointments

RESOLVED, that the South Harrison Elementary School District Board of Education appoint the following professionals per 18A:18A-5a.1 through June 30, 2016: (Fee schedules on file in the office of the Business Administrator)

| | |
|----------------------|------------------------------------|
| Attorney: | Schwartz, Simon, Edelstein & Celso |
| Architect of Record: | Garrison Architects |
| Engineer of Record: | Federici and Aiken, P.A. |
| Financial Advisor: | Phoenix Advisors |
| Bond Counsel: | McManimon, Scotland & Bauman, LLC |

J-3 Designation of Superintendent: Transfer Authority

RESOLVED, 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.

J-4 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.

J-6 Safety and Security Plan

RESOLVED, that emergency procedures as described in the official South Harrison Township School District Safety and Security Plan be approved as recommended by the Superintendent of Schools.

J-7 Official Newspaper/Meeting Schedule

WHEREAS, Chapter 231 of P.L. 1975 known as, and hereinafter designated as, the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth,

NOW THEREFORE BE IT RESOLVED, that for purposes of compliance with the Open Public Meetings Act, the South Harrison Township School District Board of Education hereby makes the following designations:

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, The locations for posting of notice of meetings shall be the bulletin boards within the Elementary School, Township Clerk's office, the Harrisonville Post Office and the official District webpage.

BE IT FURTHER RESOLVED, that the following notice be published and posted pursuant to the provisions of Chapter 231 of P.L. 1975:

NOTICE OF SCHEDULED MEETINGS FOR THE CALENDAR YEAR 2016

PLEASE TAKE NOTICE that 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 7:00 p.m. on each date set forth below, in the school cafeteria, 904 Mullica Hill Road, Harrisonville, New Jersey:

January 25, 2016
February 22, 2016
March 14, 2016
April 25, 2016
May 23, 2016
June 27, 2016
August 22, 2016
September 19, 2016
October 17, 2016
November 14, 2016
December 19, 2016

J-8 Adoption of Curriculum

RESOLVED, that all current written curriculum, courses, and textbooks of the District, on file in the office of the Superintendent, be adopted for the calendar year 2016 and through the reorganization meeting in January, 2017.

J-9 Adoption of Policy Manual

RESOLVED, that all current written policies, bylaws, and regulations in the official Policy Manual of the South Harrison Township School District Board of Education be readopted for the calendar year 2016 and through the reorganization meeting in January, 2017 unless modified in accordance with those applicable policies, bylaws, and regulations.

J-10 Approval of Handbooks

RESOLVED, that all present handbooks be continued in effect until modified upon the recommendation of the Superintendent of Schools for the 2015-16 school year.

J-11 Parliamentary Procedure

RESOLVED, that the South Harrison Township School District Board of Education adopt 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 2016 and through the reorganization meeting in January, 2017.

J-12 Designation of Official Website

RESOLVED, that the following be adopted as the official website of the district for the calendar year 2016 and through the reorganization meeting in January, 2017:

www.southharrison.k12.nj.us

J-13 Authorization to Pay Claims between Meetings

RESOLVED, that authorization be granted to 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 2016 and through the reorganization meeting in January, 2017.

J-14 District Travel Limitations

RESOLVED, that the District 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 2016 and through the reorganization meeting in January, 2017.

J-15 Petty Cash Funds

RESOLVED, that authorization be granted for the establishment of the following petty cash accounts in accordance with board policy 6620 for the calendar year 2016 and through the reorganization meeting in January, 2017:

| <u>OFFICE</u> | <u>AMOUNT</u> | <u>CUSTODIAN</u> |
|----------------------|----------------------|-------------------------|
| Superintendent/SBA | \$200.00 | Jason Schimpf |

J-16 Adoption of Chart of Accounts

RESOLVED, that the Uniform Minimum Chart of Accounts for New Jersey Public Schools be adopted for use for the calendar year 2016 and through the reorganization meeting in January, 2017.

J-17 Substitute Employment Rates through Source4Teachers

RESOLVED, that the following substitute employment rates be approved for the remainder of the 2015-16 school year:

| <u>POSITION</u> | <u>TERM</u> | <u>CREDENTIALS</u> | <u>DAILY RATE</u> | <u>HOURLY RATE</u> |
|---------------------------|--------------------|---------------------------|--------------------------|---------------------------|
| Teacher | Days 1-60 | Substitute Teacher | \$125.00 | |
| Teacher | Days 60+ | Substitute Teacher | \$262.00 | |
| Nurse | | Substitute Nurse | \$100.00 | |
| Classroom Aide | 1+ | HS Diploma | \$60.00 | |
| Cafeteria/Playground Aide | 1+ | HS Diploma | | \$8.38 |
| Paraprofessional | 1+ | HS Diploma | \$70.00 | |
| Clerical Support | 1+ | HS Diploma | | \$8.38 |

K. NJ QSAC Statement of Assurance

RESOLVED, that the South Harrison Elementary School District Board of Education approve the New Jersey Quality Single Accountability Continuum Statement of Assurance for the 2015-2016 school year.

Motion carried by the following roll call vote:

| YES | NO | ABSTAIN |
|------------|----|---------|
| Cunningham | | |
| Brennan | | |
| Brown | | |
| Buckley | | |
| Huggins | | |
| McShea | | |
| Reilly | | |
| Talbot | | |

L. Public Participation: Recognition of Visitors for Comment

Bev Donofrio – Discussed recognition that will take place the last day of school
Suzanne Miranda – Commented on election of President

M. Executive Session

N. Old Business
Transportation Policy Discussion
BOE Goal Setting @ 1/25/2016 Meeting

O. New Business

P. Adjournment

Motion by Talbot, second by Buckley, that the Board of Education adjourn the meeting at 9:10 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary