

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

Regular Meeting
January 23, 2017
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by President Brown.

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 January 14, 2017. 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. Roll Call

Members Present

Janet Brown, Michael Brennan, Laura Bruno, Deborah Cunningham, Janice Huggins, Ron Reilly, Paul Tropea, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Toni Buckley, James McShea

E. Student Recognition

| | |
|-----------|---------------------|
| 1st grade | Isaac Bair |
| 2nd grade | Ayla Bennett |
| 3rd grade | Alicia Magin |
| 4th grade | Gabriella Rosato |
| 5th grade | Benjamin Freeman |
| 6th grade | Janelle Constantino |

F. Presentations

- F.1 Dr. Lavender, Teacher of the Year – Lisa Henjes
- F.2 Mr. Mike Holt, Holman Frenia Allison, PC 2015-2016 CAFR
- F.3 PARCC, CSA & MAP Performance Data

G. Public Participation

Glen Fry, South Harrison Fire Department, ongoing concerns with fire alarm
Lori Munning, South Harrison Basketball Association, would like custodial fees waived for facility use

I. Executive Session

None

J. Approval of Minutes

Motion by Bruno, second by Huggins, that the Board of Education approve the minutes from the following meeting(s):

| <u>Date</u> | <u>Type of Meeting</u> |
|-----------------------|------------------------|
| J-1 December 19, 2016 | Regular Meeting |

Motion carried unanimously

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K. Correspondence
Letter from Linda Davis

Motion by Cunningham, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows L1-L2, M1-M6, N1-N6.

L. Personnel

L-1 Appointments, Separation, Leaves of Absence & Substitutes

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

| Name | Position/ Position Code | Department (Location) | Guide/Step Salary | Reason | Term of Contract/ Effective Date |
|------------------|------------------------------------|----------------------------------|------------------------------|---------------|---|
| Linda Davis | Teacher | Music | NA | Retirement | 06/30/2017 |
| Beverly Donofrio | Teacher | 4 th Grade | NA | Retirement | 06/30/2017 |

L-2 Co-Curricular Work, Volunteers, Practicum Students, Change of Status

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

| Name | Position/ Assigned Staff | Department (Location) | Compens./ Correction / College | Reason | Effective Date |
|-------------------|-------------------------------------|----------------------------------|---|------------------------------|---|
| Nicole Eschenbach | Teacher | 2 nd Grade | NA | Extension of maternity leave | Return date extended to 09/01/2017 (previous return date of 01/20/2017) |
| Megan Bell | Alex Moore | Speech Therapy | LaSalle University | Clinical Practice | 01/24/2017-01/27/2017 |

M. General Administration

M-1 Discussion Items

- 2017-18 Budget Preparation
- School Funding
- 2017-18 School Calendar
- Negotiations Update
- Fire Alarm System Update

M-2 Enrollment Report as of December 22, 2016:

A. Enrollment Report

| Grade Level | Current Totals | June 30, 2016 |
|--------------------|-----------------------|----------------------|
| PK3 | 10 | 10 |
| PK4 | 10 | 14 |
| K | 42 | 49 |
| 1 | 55 | 44 |
| 2 | 45 | 50 |
| 3 | 53 | 52 |
| 4 | 52 | 56 |

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| Grade Level | Current Totals | June 30, 2016 |
|-------------------|----------------|---------------|
| 5 | 57 | 61 |
| 6 | 58 | 54 |
| Resident Students | 357 | 363 |
| Choice Students | 26 | 27 |
| District Total | 382 | 390 |

B. Attendance Report**2016 - 2017 Monthly Average % of Students in Attendance**

| Grade Level | Sept % | Oct % | Nov % | Dec % | Jan % | Feb % | Mar % | Apr % | May % | Jun % | 2016-2017 Current YTD Average % | 2015-2016 Current YTD Average % | 2014-2015 Overall Average % |
|--------------------------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------------------------|---------------------------------|-----------------------------|
| Pre-K 3 | 98.0 | 95.2 | 93.0 | 91.9 | | | | | | | 94.5 | 93.3 | 96.5 |
| Pre-K 4 | 94.7 | 94.8 | 92.7 | 91.3 | | | | | | | 93.4 | 96.3 | 94.8 |
| K | 95.7 | 94.1 | 92.2 | 94.7 | | | | | | | 94.2 | 96.7 | 95.2 |
| Average Pre-K & K | 96.1 | 94.7 | 92.6 | 92.6 | | | | | | | 94.0 | 95.5 | 95.5 |
| 1 | 93.9 | 94.3 | 93.5 | 91.1 | | | | | | | 93.2 | 96.9 | 96.0 |
| 2 | 95.7 | 96.3 | 94.9 | 91.2 | | | | | | | 94.5 | 96.6 | 96.5 |
| 3 | 96.1 | 96.1 | 94.1 | 90.7 | | | | | | | 94.3 | 96.4 | 95.6 |
| 4 | 99.1 | 98.1 | 96.6 | 95.3 | | | | | | | 97.3 | 96.5 | 95.7 |
| 5 | 98.9 | 97.5 | 95.7 | 93.1 | | | | | | | 96.3 | 96.9 | 95.7 |
| 6 | 97.7 | 97.8 | 94.8 | 95.8 | | | | | | | 96.5 | 97.2 | 96.6 |
| Average 1 - 6 | 96.9 | 96.7 | 94.9 | 92.9 | | | | | | | 95.3 | 96.7 | 96.0 |
| Overall District Average | 96.8 | 95.7 | 93.8 | 92.8 | | | | | | | 94.8 | 96.6 | 95.9 |

M-3 Emergency Drills/Calls

| School / Date | Time | Drill Description |
|--|------------------------------------|-------------------|
| South Harrison Thursday, 12/15/2016 | Begin time: 9:45 End time: 9:48 | Fire Drill |
| South Harrison Thursday, 12/22/2016 | Begin time: 9:30 End time: 9:40 | Lockdown |

M-4 Student Discipline, Violence/Vandalism, HIB as of December 22, 2016:

| Infraction Reports | No. of Incidents this Month | 2016-2017 Total-To-Date | 2015-2016 Total |
|--|-----------------------------|-------------------------|-----------------|
| Detentions | 0 | 1 | 5 |
| Suspensions | 0 | 0 | 7 |
| Violence, Vandalism, Substance Abuse | 0 | 0 | 0 |
| Harassment/Intimidation/Bullying (Confirmed) | 0 | 0 | 0 |

M-5 BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the 2017 – 2018 school calendar, as recommended by the Superintendent of Schools.

M-6 Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Superintendent of Schools:

| School | Group | Event/ Destination | Date(s) | # of Students | # of Teachers/ Chaperones | Cost to the BOE | Cost to Students |
|--------|--------------|------------------------------|------------------------------|------------------|------------------------------|--------------------|---------------------|
| SH | Kindergarten | Harrisonville Post Office | 2/9/2017 and 2/10/2017 | 43 | 4 | \$0.00 | \$0.00 |

N. Finance**N-1 Line Item Transfers**

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2016-2017 fiscal year as recommended by the Superintendent of Schools:

| To Account | From Account | Amount | Justification |
|-----------------------|-----------------------|--------|--|
| 11-000-263-420-05-054 | 11-000-263-610-05-054 | \$1000 | Snow Removal |
| 11-000-230-530-60-051 | 11-000-230-331-30-050 | \$3000 | Telecom Services, BOE Professional Development, Maintenance Services, Workmen's Comp, Summer PD |
| 11-000-230-530-60-051 | 11-000-230-590-30-047 | \$1500 | |
| 11-000-230-585-30-050 | 11-000-230-590-30-047 | \$500 | |
| 11-000-261-420-05-052 | 11-000-261-610-05-052 | \$1000 | |
| 11-000-262-420-05-053 | 11-000-262-610-05-053 | \$500 | |
| 11-000-291-260-70-057 | 11-000-291-299-70-057 | \$2700 | |
| 11-120-100-101-05-016 | 11-000-251-600-70-050 | \$640 | |
| 11-000-262-300-05-053 | 11-000-262-622-05-050 | \$6000 | Sewage pump and fire alarm repairs |

N-2 BE IT RESOLVED to approve the following:

- A. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 31 2016. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of October 31, 2016.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 31, 2016. 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.
- C. 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.
- D. 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.

N-3 Payment of Claims

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

| | | |
|------------|--------------|-----------|
| 10/31/2016 | \$4,347.90 | Bill List |
| 11/30/2016 | \$4,365.90 | Bill List |
| 1/12/2017 | \$226,927.17 | Bill List |
| 12/31/2016 | \$113,260.65 | Payroll |

N-4 Mission One/Source4Teachers Addendum

BE IT RESOLVED, that the South Harrison Township School District approve the addendum to the Mission One/Source4Teachers Agreement effective January 1, 2017.

N-5 Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of December 31, 2016.

N-6 Gloucester, Cumberland, Salem School Districts Joint Insurance Fund(GCSSD Jif) Renewal

WHEREAS, the South Harrison Township School District, hereinafter referred to as "Board", is a member of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund hereinafter referred to as "JIF", and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF's Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

"It is the goal of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment."; and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1998; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board's best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on July 1, 2017, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF's Risk Management Program, which are generally described herein as follows:

1. Workers' Compensation and Employers' Liability
2. General Liability and Automobile Liability
3. Educator's Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance

6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Violent and Malicious Acts
9. Pollution and Mold Legal Liability
10. Disaster Management Services
11. Unmanned Aerial Systems Liability
12. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints Jason Schimpf as its Delegate to the JIF and empowers said Delegate to; exercise the voting rights provided in the JIF's Bylaws to Delegates in a manner which best protects the Board and JIF, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

N-7 SEMI Waiver

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve to request a waiver of participation in the Special Education Medicaid Initiative (SEMI) based on having fewer than 40 special education Medicaid eligible students for the 2017-2018 school year.

Motion carried by the following roll call vote:

YES NO ABSTAIN

Brennan
Brown
Bruno
Cunningham
Huggins
Reilly
Tropia

O. Policy

P. Old Business

Board of Education Goals

Goal 1: To review, analyze, and improve our fundraising policies to ensure that all fundraising practices are equitable among students and that procedures are clarified, ensuring the proper management of funds: Goal (1) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan IV:2,3,4. Chair Janet Brown

Goal 2: Ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (2) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair

Goal 3: Using the eight characteristics of effective school boards, the South Harrison Township Elementary School District Board of Education will become a board that functions as a cohesive and productive governmental unit. Goal (3) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I, II, III, IV, & V. Chair Jim McShea

Q. New Business

R. Adjournment of Meeting

Motion by Reilly, second by Cunningham, that the Board of Education adjourn the meeting at 8:52 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary