

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

Regular Meeting
May 22, 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 (arrived at 7:30 p.m.), James McShea, Ron Reilly (arrived at 7:05 p.m.), Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Toni Buckley, Janice Huggins, James McShea, Paul Tropea

E. Student Recognition

1 st Grade	Addison Small
2 nd Grade	Kailee Pierre
3 rd Grade	Emma Mazzeo
4 th Grade	Joshua Trinidad
5 th Grade	Nicolette Linden
6 th Grade	Alexandra Weatherby

F. Presentations

Gifted and Talented Program – Mrs. Mesmer
Odyssey of the Mind Students

G. Public Participation

Brian Trinidad, Question regarding Kingsway becoming a Choice School

H. Executive Session

I. Approval of Minutes

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

<u>Date</u>	<u>Type of Meeting</u>
I-1. April 24, 2017	Regular Meeting

Motion carried unanimously

J. Correspondence

J-2. Thank you from SHTEA

Motion by Cunningham, second by Brennan, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1-K8, L1-L6, M1-M2, N1-N9, and O1.

K. Personnel

K-1 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2018-19 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2017-18 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis.

** Due to the expiration of the SHEA/BOE contract, all salaries for SHEA represented members are set at the current 2016/17 salary and step. Salaries and steps will be adjusted at conclusion of contract negotiations.

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Samantha Michielli	MA	8	5 th Grade Teacher	09/02/2018	\$58,506
Sarah Sobeck	BA	3	SPED Teacher	09/02/2018	\$50,205
Amy Corson	MA	6	LD/TC	01/25/2019	\$55,606

K-2 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2019-20 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2017-18 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis.

** Due to the expiration of the SHEA/BOE contract, all salaries for SHEA represented members are set at the current 2016/17 salary and step. Salaries and steps will be adjusted at conclusion of contract negotiations.

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Courtney Haslam	MA	2	Psychologist	09/02/2019	\$52,706
Jessica Massing	MA	2	6 th Grade Teacher	09/02/2019	\$52,706
Erin McLaughlin	BA	3	5 th Grade Teacher	09/02/2019	\$50,205
Krista Travaglini	MA	13	Reading Specialist	09/02/2019	\$69,401

K-3 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2020-21 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2017-18 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis

** Due to the expiration of the SHEA/BOE contract, all salaries for SHEA represented members are set at the current 2016/17 salary and step. Salaries and steps will be adjusted at conclusion of contract negotiations.

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Jessica Cardella	MA	5	World Language Teacher	09/02/2020	\$54,756
Heather Derechinsky	BA+30	1	SPED Teacher	09/02/2020	\$51,785
Jennifer Smith	MA	9	5 th Grade Teacher	09/02/2020	\$60,506

K-4 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2017-18 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis.

** Due to the expiration of the SHEA/BOE contract, all salaries for SHEA represented members are set at the current 2016/17 salary and step. Salaries and steps will be adjusted at conclusion of contract negotiations.

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Bethany Bakley	BA+20	10	Nurse	Tenured	\$61,265
Gail Bram	MA	13	Media Specialist	Tenured	\$69,401/\$200
Sarah Brown	BA	3	3 rd Grade Teacher	Tenured	\$50, 205
Linda Caltabiano	BA	8	1 st Grade Teacher	Tenured	\$55,405
Jane Conroy	BA	3	SPED Teacher	Tenured	\$50, 205
Shari Crouch	MA	5	4 th Grade Teacher	Tenured	\$54,756
Jennie Damminger	MA	3	2 nd Grade Teacher	Tenured	\$53,306
Jessica Devecchio	MA	3	Kindergarten Teacher	Tenured	\$53,306
Nicole Eschenbach	BA	3	2 nd Grade Teacher	Tenured	\$50,205
Christine Fretz	BA	9	Preschool/PSD Teacher	Tenured	\$57,405
Amanda Grabas	BA	3	SPED Teacher	Tenured	\$50,205
Elisabeth Henjes	MA	4	3 rd Grade Teacher	Tenured	\$54,006
David Inzinna	BA+15	3	Art Teacher (60% FTE)	Tenured	\$30,867
Susan Kenderdine	MA	15	1 st Grade Teacher	Tenured	\$74,694/\$400

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Michele LaMalfa	BA+10	7	6 th Grade Teacher	Tenured	\$54,025
Denise LaPalomento	BA	6	2 nd Grade Teacher	Tenured	\$52,505
Linda Miles	BA	11	Kindergarten Teacher	Tenured	\$61,505/\$200
Timothy Narcisi	MA	12	Physical Education Teacher	Tenured	\$66,906/\$200
Carolyn Olsen	BA	11	5 th Grade Teacher	Tenured	\$61,505/\$400
Marguerite Paolone	MA	15	6 th Grade Teacher	Tenured	\$74,694/\$400
Jamie Rohe	BA	10	4 th Grade Teacher	Tenured	\$59,405/\$200
Cherie Sinor	BA	8	SPED Teacher	Tenured	\$55,405
Kathryn Tranz	MA	15	4 th Grade Teacher	Tenured	\$74,694/\$400
Heidi Wagner	MA	15	3 rd Grade Teacher	Tenured	\$74,694/\$400

K-5 Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2017-18 salary of the following non-represented staff member(s) be approved, as recommended by the Superintendent of Schools:

Name	Job Title	16-17 Salary	COLA 0.3% Adjustment	Merit Adjustment	17-18 Salary	% Increase
Corinne Mesmer	Principal	\$101,806	\$305	\$1,730	\$103,841	2.00%
Eileen Ferguson	Secretary	\$35,537	\$107	\$469	\$36,113	1.62%
Danielle Rice	Secretary	\$35,537	\$107	\$880	\$36,524	2.78%
Elizabeth Wright	Secretary	\$35,537	\$107	\$1,000	\$36,644	3.12%
Laura Hoffman	Teacher Aide	\$11,801	\$35	\$319	\$12,155	3.00%

K-6 Practicum, Student Teachers, Visitation, Volunteers, and Internships

BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be approved as recommended by the Superintendent of Schools:

Name	Institution	Reason	Cooperating Teacher	Subject	Grades	Dates of Placement
Jessica Johnson	Rowan University	Internship	Courtney Haslam	School Psychologist	Pre-K – 6	09/01/2017-06/25/2018

K-7 Leaves of Absence

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

Name	Position	Location	Reason	Effective Date
Sarah Sobeck	SPED Teacher	South Harrison	Maternity Leave	10/13/2017-01/19/2018 (Returning 01/22/2018, Using 25 sick days, 31 days FMLA/FLI)

K-8 Summer Hours

BE IT RESOLVED that the following leaves of summer appointments be approved, as recommended by the Superintendent of Schools:

Name	Position	Compensation	Hours	Reason	Effective Date
Krista Travaglini	Reading Specialist	\$30/hour	Not to exceed 100 hours	Title 1 Summer Enrichment Program	7/1/17-8/11/17
Jennifer Smith	Teacher	\$30/hour	Not to exceed 70 hours	Title 1 Summer Enrichment Program	7/1/17-8/11/17
Heidi Wagner	Teacher	\$30/hour	Not to exceed 70 hours	Title 1 Summer Enrichment Program	7/1/17-8/11/17
Michele LaMalfa	Teacher	\$30/hour	Not to exceed 70 hours	Title 1 Summer Enrichment Program	7/1/17-8/11/17
Lisa Henjes	Teacher	\$30/hour	Not to exceed 20 hours	Title 1 Summer Enrichment Program	7/1/17-8/11/17

L. General Administration**L.1. Discussion Items**

- Board of Education Goal #3
- End-of-Year Celebrations
- 2017-18 School Budget
- Personnel Update/Hiring
- Superintendent's Evaluation
- STOKES Trip/Fundraising Account
- Implement a Feasibility Study
- Animals in Motion (AIM)

L-2. Enrollment Reports as of April 28, 2017**Enrollment Report**

Grade Level	Current Totals	June 30, 2016
PK3	10	10
PK4	10	14
K	43	49
1	56	44
2	46	50
3	53	52
4	50	56
5	57	61
6	58	54

Grade Level	Current Totals	June 30, 2016
Resident Students	358	363
Choice Students	25	27
District Total	383	390

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	88.5	85.3	88.2	89.7			91.2	93.3	96.5
Pre-K 4	94.7	94.8	92.7	91.3	93.0	93.8	94.8	92.7			93.5	96.3	94.8
K	95.7	94.1	92.2	94.7	91.4	90.8	93.0	93.8			93.2	96.7	95.2
Average Pre-K & K	96.1	94.7	92.6	92.6	91.0	90.0	92.0	92.1			92.6	95.5	95.5
1	93.9	94.3	93.5	91.1	90.0	93.1	91.3	94.1			92.7	96.9	96.0
2	95.7	96.3	94.9	91.2	89.9	93.6	94.4	90.6			93.3	96.6	96.5
3	96.1	96.1	94.1	90.7	93.7	94.3	95.3	94.2			94.3	96.4	95.6
4	99.1	98.1	96.6	95.3	95.7	95.6	96.3	96.0			96.6	96.5	95.7
5	98.9	97.5	95.7	93.1	95.4	94.7	96.1	97.5			96.1	96.9	95.7
6	97.7	97.8	94.8	95.8	94.9	91.8	97.5	95.1			95.7	97.2	96.6
Average 1 - 6	96.9	96.7	94.9	92.9	93.3	93.9	95.2	94.6			94.8	96.7	96.0
Overall District Average	96.8	95.7	93.8	92.8	92.1	91.9	93.6	93.3			93.7	96.6	95.9

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison April 27, 2017	2:10 PM 2:13 PM	Fire Drill
South Harrison April 28, 2017	1:29 PM 1:32 PM	Shelter in Place Drill

L-4 Student Discipline, Violence/Vandalism, HIB as of April 28, 2017:

Infraction Reports	No. of Incidents this Month	2016-2017 Total-To-Date	2015-2016 Total
Detentions	3	11	5
Suspensions	2	2	7
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0

L-5 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:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Cost to Students
Pre-K AM and PM Classes	Storybook Land	6/1/2017 rain date 6/5/2017	20	24	\$470 Updated	\$14.95 per student for admission
5 th Grade	The Art Museum of Philadelphia	6/8/2017	57	17	\$700 Updated	\$7.00 per student for admission
1 st Grade	Adventure Aquarium	6/14/2017	56	13	\$800 Updated	\$12.50 per student for admission
6 th Grade	School of Conservation, STOKES	6/12/17 to 6/15/17	62	7 Chaperones/ Teachers 2 additional chaperones: Updated Dave Datz Clark Pettit	\$0.00	Cost to Student: \$0.00

L-6 Research Project:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Research Project (s), as recommended by the Superintendent of Schools:

Applicant	Purpose	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE
Dr. Laura Bruno and Avery Faigenbaum	This study will address pediatric dynapenia (power deficiency) in children.	Fall 2017	5-15 students	4	\$0.00

M. Curriculum & Instruction**M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences**

Resolved that the following personnel Resolved that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purposes	Cost to District
Foundations Pre-K Training	Mullica Hill, NJ	6/12/2017	Amy Corson Krista Travaglini Heather Derechinsky	This event will provide an into to the letter- sound and writing skills that will be taught to master the Foundations Level K Program.	\$100 Corson \$100 Travaglini \$100 Derechinsky

Title of Program	Location	Date(s)	Attendee(s)	Educational Purposes	Cost to District
The Admin Assistants Conference	Wilmington, DE	6/9/2017	Eileen Ferguson	To learn better skills for serving in a professional, educational environment	\$220.28

M-2 QSAC placement letter dated April 19, 2017

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
11-190-100-500-05-021	11-190-100-610-40-024	\$2,800	Classroom furniture and supplies
11-190-100-610-40-045	11-190-100-640-40-033	\$400	and G&T screening modules
11-000-262-300-05-053	11-000-261-420-058052	\$400	Lead water testing analysis
11-000-261-420-05-052	11-000-262-621-05-050	\$5,000	Boiler Repairs
11-000-261-420-05-052	11-000-262-622-05-050	\$3,000	

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 March 31, 2017. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of March 31, 2017.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 31, 2017. 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:

3/31/2017	\$4,511.95	Bill List
5/10/2017	\$244,164.53	Bill List
4/30/2017	\$113,260.65	Payroll
5/15/2017	\$113,770.99	Payroll

N-4 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 April 2017.

N-5 Tax Levy Payments

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the tax levy payment schedule for the 2017-2018 school year:

Month	Fund 10	Debt Service	Total
July 2017	\$ 641,954	\$210,132	\$ 852,086
August 2017	\$ 233,438		\$ 233,438
September 2017	\$ 233,438	\$210,131	\$ 443,569
October 2017	\$ 233,438		\$ 233,438
November 2017	\$ 233,438	\$210,131	\$ 443,569
December 2017	\$ 233,438		\$ 233,438
January 2018	\$ 233,438		\$ 233,438
February 2018	\$ 233,438		\$ 233,438
March 2018	\$ 233,438		\$ 233,438
April 2018	\$ 233,438		\$ 233,438
May 2018	\$ 233,438		\$ 233,438
June 2018	\$ 233,437		\$ 233,437
Total	\$3,209,771	\$630,394	\$3,840,165

N-6 Professional Service Appointments

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint the following professionals per 18A:18A-5a.1 through June 30, 2018: (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
Risk Management Consultant:	The Barclay Group

N-7 Substitute Employment Rates through Source4Teachers

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following substitute employment rates for the 2017-18 school year:

POSITION	TERM	CREDENTIALS	DAILY RATE	HOURLY RATE
Nurse		Certification	\$200.00	
Clerical Support	1+	HS Diploma		\$8.44

N-8 Nursing Services with Bayada Home Health Care Agreement

BE IT RESOLVED, that the South Harrison Township School District approve the agreement for nursing services with Bayada Home Health Care for the 2017-2018 per agreement on file in the Business Office.

N-9 Addendum to S4Teachers Agreement

BE IT RESOLVED, that the South Harrison Township School District approve the addendum to extend agreement with S4Teachers LLC from July 1, 2017 through June 30, 2018 as per the agreement on file in the Business Office.

O. Policy**O.1 Policy First Reading**

BE IT RESOLVED, that the Kingsway Regional School District Board of Education recommend the following policies and regulations for First reading for revision and/or adoption.

Policy #9120 Parent Organizations

Motion carried by the following roll call vote:

YES NO ABSTAIN

Brennan

Brown

Bruno

Cunningham

Reilly

O. Policy

O.1 Policy First Reading

BE IT RESOLVED, that the Kingsway Regional School District Board of Education recommend the following policies and regulations for First reading for revision and/or adoption.

Policy #9120 Parent Organizations

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 Paul Tropea

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 Bruno, second by Reilly, that the Board of Education adjourn the meeting at 7:57 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary