

**ENCLOSURE #1**

The regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:30 P.M. by Board President, Debbie Cunningham. The meeting was held in the media center of the South Harrison Elementary School at 904 Mullica Hill Road, Harrisonville, NJ. This was followed by the flag salute and reading of the Open Public Meetings statement.

**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.

**Roll Call:** Present: Michael Brennan, Toni Buckley, Michael Finnan, Janice Huggins, Heidi Lerch, Jim McShea, Ken White and Debbie Cunningham.

Absent: Jonathan Feinbaum.

Others present: Dr. Lavender, Mrs. Wechter, Mrs. DiStefano, and Mrs. Calandro.

**Presentations** – Patricia Calandro and the members of the curriculum team gave a presentation on NJASK testing results and curriculum standards.

Mr. Cunningham thanked the curriculum team for their in depth presentation.

**Introduction-** Introduction of Board Attorney, Mr. Allan Dzwilewski.

**Correspondence-** None

**Minutes**

Motion by Mr. McShea and second by Mr. Finnan to approve the following minutes:

- A. BE IT RESOLVED to approve the minutes from the Regular Meeting of September 24, 2013.

Roll Call Vote

Yes (6)

No (0)

Abstain (2) – Mr. Brennan  
Mrs. Lerch

Motion Passed

**Recognition of Visitors for Agenda Questions-** None

**Superintendent's Recommendations**  
Administrative

Motion by Mr. Finnan and second by Mrs. Buckley that the Board of Education approve the Superintendent's Recommendations.

1. BE IT RESOLVED to approve Resolution No. 23 for the submission for the Comprehensive Maintenance Plan.
2. BE IT RESOLVED to approve the Annual Maintenance Reserve Deposit Worksheet (Form M-1)
3. BE IT RESOLVED that the South Harrison Township Board of Education attests to the accuracy of the New Jersey Single Accountability Continuum Statement of Assurance for School Year 2013-2014 and is hereby approved.
4. BE IT RESOLVED to approve a field trip request for PreSchool classes to Creamy Acres on October 17, 2013 at no cost to the district (No Rain date.)
5. BE IT RESOLVED to continue to authorize the Business Administrator to serve as the "Purchasing Agent" of the school district and to increase the bid threshold from \$26,000 to \$36,000 and to increase the quote threshold from \$3,900 to \$5,400 due to Qualified Purchasing Agent status.
6. BE IT RESOLVED to approve the contract from Majek Fire Protection, Inc. not to exceed \$1,800.00 for the 2013-2014 school year. The contract includes:
  - Annual Fire Extinguisher Inspection
  - Annual Sprinkler Inspection
  - Kitchen Hood Inspection
7. BE IT RESOLVED to approve offering the following seats as School Choice seats for the 2014-2015 school year. The number of seats can be modified.

Grade K	<u>4</u>
Grade 1	<u>      </u>
Grade 2	<u>      </u>
Grade 3	<u>      </u>
Grade 4	<u>      </u>
Grade 5	<u>      </u>
Grade 6	<u>      </u>
8. BE IT RESOLVED to amend previous approval for Board Members, Business Administrator and the Director of Special Services to attend the School Boards Convention to include travel.
9. BE IT RESOLVED to approve to accept a donation from SHAEE in the amount of \$1,500 for a school Newspaper to be funded as follows:
  - Gail Bram at \$25.00 per hour, 2 hours per week for 15 weeks (750.00)
  - Kathryn Tranz at \$25.00 per hour, 2 hours per week for 15 weeks (750.00)

South Harrison Township Board of Education

Regular Meeting Minutes

October 29, 2013

10. BE IT RESOLVED to approve the Agreement for Professional Services through the Center for Regional Education Support Services (CRESS) 2013-14 as presented:

DISTRICT	SERVICE	DAYS/HOURS PER WEEK		TOTAL DAYS/HOURS		FEE		TOTAL AMT	OTHER/NOTES
SOUTH HARRISON	Auxiliary Social Work	3.00	days/mo	30.00	days	\$465.00	day	\$13,950.00	3 days per month
SOUTH HARRISON	Auxiliary Speech-Lang.	5.00	days/mo	180.00	days	\$509.00	day	\$91,620.00	
SOUTH HARRISON	Ed. Consultant - Tchr. Of the Deaf/Hard of Hearing	0.00	hours	8.00	hours	\$110.00	hour	\$880.00	
SOUTH HARRISON	Physical Therapy	8.00	hours	288.00	hours	\$82.00	hour	\$23,616.00	

11. BE IT RESOLVED that the South Harrison Township Board of Education accept the October HIB report as presented:

Case No.	Reported Victim(s)	Reported Aggressor(s)	Date of Initial Report	Summary of Initial Report	Date of Initial Report	Date of Report to Superintendent	Result of Investigation	Action Taken
001	3546845939	4880609016 2875819975	10/7/13	Student #3546845939, who reported that he had been called a "girl" and hit with a ball. He reported that student #4880609016 stated, "#3546845939's playing-get him out, you have to play girl". This incident allegedly occurred during recess, on the playground, while playing wall ball. When student #3546845939 walked away from the wall ball game he stated student #2875819975 pegged him with the ball.	10/7/13	10/14/13	Does not meet Definition	Provided Intervention services; Other
002	3446495260	8989856375	10/17/13	The parents of student #3446495260 reported that student #8989856375 called their child "gay". The parents claimed that student #6654912534 overheard student #8989856375 call their child "gay". Student #3446495260 claims that student #8989856375 gives her dirty looks and talks about her behind her back	10/17/13	10/28/13	Inconclusive	Provided Intervention services; Other

Possible "Result of Investigation" Responses:	Possible "Action Taken" Responses:
<ul style="list-style-type: none"> <li>• Inconclusive</li> <li>• Does Not Meet Definition</li> <li>• Violation of Policy</li> </ul>	Provided intervention services Established training program(s) to reduce HIB and enhance school climate Imposed Discipline Ordered Counseling Other

Dr. Lavender briefly explained QSAC SOA documents and other agenda items.

Mr. Brennan asked if we track additional expenses for choice students and if the program is beneficial to the district? Mrs. Wechter and Dr. Lavender both responded.

### Policy

12. **SECOND READING - BE IT RESOLVED** to approve the second reading of the following bylaw, policy and regulation guide additions and amendments.

- a. Policy P3232 – Tutoring Services (New)
- b. Policy P5117 – Interdistrict Public School Choice (Revised)
- c. Regulation R5117 – Interdistrict Public School Choice (New)
- d. Policy P5120 – Assignment of Pupils (M) (Revised)
- e. Policy P5300 – Automated External Defibrillators (AED) (M) (Revised)
- f. Regulation R5300 – Automated External Defibrillators (AED) (M) (New)
- g. Policy P5533 – Pupil Smoking (M) (Revised)
- h. Policy P7434 – Smoking in School Buildings and on School Grounds (M) (Revised)
- i. Policy P7522 – School District Provided Technology Devices to Staff Members (New)
- j. Policy P7523 – School District Provided Technology Devices to Pupils (New)
- k. Policy P3144.12 – Certification of Tenure Charges-Inefficiency (M) (New)
- l. Policy P3144.3 – Suspension Upon Certification of Tenure Charge (New)
- m. Policy P3372 – Teaching Staff Member Tenure Acquisition (New)
- n. Policy P3373 – Tenure Upon Transfer or Promotion (New)
- o. Policy P3374 – Tenure Upon Transfer to an Underperforming School (New)
- p. Policy P4124 – Employment Contract (Revised)
- q. Policy P5512 – Harassment, Intimidation, and Bullying (M) (Revised)
- r. Regulation R5512 – Harassment, Intimidation, or Bullying Investigation Procedure (M) (Revised)

Dr. Lavender reviewed the policies with the Board.

### Personnel

13. **BE IT RESOLVED** to approve a maternity leave of absence for Jennie Damming from February 18, 2014 through March 3, 2014 and a child rearing unpaid leave of absence from March 3, 2014 until June 30, 2014.

14. BE IT RESOLVED to approve Carleigh Gorman as a substitute teacher for the 2013-2014 school year.
15. BE IT RESOLVED to approve a Practicum Placement Request for Ashley Kodluk in Lisa Hardman's room from September through December upon completion of 35 hours
16. BE IT RESOLVED to approve Jane Conroy to attend the "Dr. Jean's Rock, Rhyme, Write & Read" workshop on October 23, 2013 in Mt. Laurel, NJ. Cost is \$209.00 plus travel.
17. BE IT RESOLVED to approve Amanda Grabas, Elizabeth Henjes, Linda Caltabiano and Nicole Eschenbach to attend a MAP Data workshop on November 4, 2013 at Kingsway Regional High School. No cost.
18. BE IT RESOLVED to approve Kathryn Tranz to attend Formative Assessment for Common Core Math Standards on October 29, 2013 at Rowan University. Cost is \$125.00.
19. BE IT RESOLVED to approve Kelly Fithian to attend "The Lost Boys: Hidden Victims of Child Abuse" workshop on November 6, 2013 at GCIT, Sewell, NJ. Cost is zero.
20. BE IT RESOLVED to approve Diane DePalma as a substitute teacher for the 2013-2014 school year pending completion of paperwork.
21. BE IT RESOLVED to approve Bethany Bakley to attend "Post-Concussion Syndrome" workshop on December 6, 2013 in Cherry Hill, NJ. Cost is \$189.99 plus travel.
22. BE IT RESOLVED to approve Elisabeth Henjes to attend "Stepping Stones To Using Data" on November 4, 2013 at Kingsway Regional High School. No cost.

**Tuition - None**

**Buildings and Grounds**

23. BE IT RESOLVED to approve a Use of Facilities Request for South Harrison Recreation for Senior Luncheon on 11/2/13 from 10:00am-2:00pm.
24. BE IT RESOLVED to approve a Use of Facilities Request for SHAEE for a Pancake Harvest Breakfast on 11/23/13 from 5:00am-2:00pm.
25. BE IT RESOLVED to approve a Use of Facilities Request for Harrison Soccer Club for soccer on Tuesdays 6:00pm-8:00pm from January 14, 2014 through March 18, 2014.
26. BE IT RESOLVED to approve a Use of Facilities Request for Home & School to hold Family Bingo Night on October 18, 2013 from 7:00pm-9:00pm.

27. BE IT RESOLVED to approve a Use of Facilities Request for Stokes Committee to hold a "Trunk or Treat" fundraiser on October 25, 2013 from 5:30pm-9:00pm.

Roll Call: Yes (8) No (0) Abstain (0)  
Motion Carried

### Financial

Motion by Mr. White and second by Mrs. Lerch that the Board of Education approve the Superintendent's Financial Recommendations.

1. BE IT RESOLVED to approve budget transfers from August 1, 2013 through August 31, 2013
2. BE IT RESOLVED to approve the following:
  1. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2013. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of July 2013.
  2. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2013. 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.
  3. 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.
  4. 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. BE IT RESOLVED to approve the following bill lists:

P013	Payroll Agency/Warrant	\$ 8,346.73
P014	Payroll Agency	\$111,285.53
P015	Payroll Agency	\$111,075.90
P016	Payroll Agency/Warrant	\$ 42,053.90
P017	Warrant Account	\$153,559.08

Roll Call: Yes (7) No (0) Abstain (1)-Mr. Brennan  
Motion Carried

### Discussion Items – Information Only

- A. Strategic Plan –Dr. Lavender explained the strategic plan and asked everyone to review so we can discuss and approve at the next board meeting.

**Discussion Items – Follow Up**

Paperless Board Meetings – options were discussed and the administration will look into putting this into place.

**Discussion Items – Action Required**

Motion by Mr. McShea and second by Mrs. Buckley to approve the following:

BE IT RESOLVED to approve the Superintendent goals and objectives for the 2013-2014 School Year.

Dr. Lavender discussed his challenges and goals.

Roll Call:      Yes (8)              No (0)              Abstain (0)  
Motion Carried

**Visitor Comments-** Mrs. Donofrio asked if the public would still get to see the agendas if meetings were paperless. Dr. Lavender explained that paper copies would still be provided to the public.

**Closed Session- None**

**Adjournment**

Motion by Mr. McShea and second by Ms. Huggins to adjourn the meeting at 9:54pm.  
Motion Carried

Respectfully submitted,  
Linda M DiStefano

Board Secretary