

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

Regular Meeting
April 25, 2016
7:00 p.m. Cafeteria

A. Call to Order

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

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, 2016. 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

Laura Bruno, Janet Brown, Toni Buckley, Deborah Cunningham, Janice Huggins (left at 8:30 p.m.), Ron Reilly, Joseph Talbot, (left at 8:30 p.m.), Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

Michael Brennan, James McShea

E. Student Recognition

E.1 March's Spotlight Students

1st Grade Autumn Kaplan
2nd Grade Lana Tropea
3rd Grade Danielle Hennessy
4th Grade Michael Webster
5th Grade Vanessa Kline
6th Grade McKenna Williams

F. Presentations

F.1 Mary Ann Friedman, NJSBA Field Services Representative

F.2 Public Hearing 2016-2017 Budget

G. Public Participation

None

H. Executive Session

Motion by Buckley, second by Bruno, that the Board of Education approve the following:

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 9:20 p.m. prevailing time, for approximately 5 minutes as follows:

Item Discussion Item(s)* (Agenda to extent known)
Personnel

**Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 9:40 p.m.

Motion carried unanimously

I. Approval of Minutes

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

<u>I-1</u>	<u>Date</u>	<u>Type of Meeting</u>
	February 22, 2016	Regular Meeting
<u>I-2</u>	March 14, 2016	Regular Meeting
<u>I-3</u>	March 14, 2016	Executive Session

Motion carried unanimously

J. Correspondence

J-1 Letter from Valerie Palmer

J-2 Letter from Atlantic City Electric

Motion by Buckley, second by Reilly, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K-1 – K2, L-1 – L-6, N-1 – N-5, N-7, and O-1.

K. Personnel

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

BE IT RESOLVED, that the following personnel recommendations be approved, as recommended by the Superintendent of Schools: *(Note: *based on 2015-16 Salary Guides)*

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Valerie Palmer	Paraprofessional	South Harrison		Retirement	07/01/2016
Linda Davis	Teacher	South Harrison		Medical Leave	05/23/2016 to 09/01/2016 (Using 22 sick days)

K-2 Job Descriptions

BE IT RESOLVED, that the job descriptions be approve, as recommended by the Superintendent of Schools

L. General Administration

L-1 Discussion Items

- Shared Service Renewal & Analysis
- 2016 -2017 School Budget
- Renewals
- SBA Shared
- Super/Board Evaluation
- Board Goals

L-2 Enrollment Report as of March 31, 2016:

A. Enrollment Report

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Grade Level	Current Totals	Prior Month Totals	June 30, 2015
PK3	10	9	9
PK4	14	14	9
K	49	49	44
1	44	44	48
2	50	50	49
3	52	52	57
4	56	56	62
5	61	61	53
6	54	54	56
Resident Students	363	362	362
Choice Students	27	27	25
District Total	390	389	387

B. Attendance Summary

2015 - 2016 Monthly Average % of Students in Attendance												
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	94.7	93.2	87.2	97.4	89.2	94.1	94.9				93.0	96.5
Pre-K 4	96.7	97.2	95.4	98.3	97.0	96.1	96.0				96.7	94.8
K	98.7	98.0	97.3	99.0	96.0	93.7	95.0				96.8	95.2
Average Pre-K & K	96.7	96.1	93.3	98.2	94.3	94.6	95.5				95.5	95.5
1	98.6	98.5	97.5	98.8	95.1	96.1	96.4				97.3	96.0
2	97.3	97.8	95.6	98.3	95.9	95.6	96.2				96.7	96.5
3	97.6	97.3	96.9	98.7	95.8	95.0	92.8				96.3	95.6
4	98.0	97.8	95.5	98.5	95.4	95.2	94.1				96.4	95.7
5	97.9	98.4	96.5	98.7	96.6	95.3	95.3				97.0	95.7
6	98.1	98.3	96.9	98.9	97.0	95.7	95.1				97.1	96.6
Average 1 - 6	97.9	98.0	96.5	98.7	96.0	95.5	95.0				96.8	96.0
Overall District Average	97.9	97.9	96.4	98.7	95.1	95.2	95.0				96.6	95.9

L-3 Emergency Drills/Calls**A. Drills**

School / Date	Time	Drill Description
South Harrison Thursday, March 10 th	Begin time: 9:38 AM End time: 9:43 AM	Fire Drill
South Harrison Tuesday, March 29	Begin time: 11:16 AM End time: 1:30 PM	Lunchtime lockdown drill

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Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	1	1
Suspensions	1	4
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0

L-5 Educational Field Trips/Assemblies:

School	Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Comments
SH	1 st Grade	Adventure Aquarium, Camden NJ	06/08/16	44	13	\$0.00	Cost to Student: \$12.50 Bus Cost: \$222.94 per bus

L-6 Programs/Other:

BE IT RESOLVED to approve a contract with the YMCA to continue to operate the YMCA Before and After School Program for the 2016-2017 school year. The YMCA will pay \$2,000 for the Use of Facility.

M. Curriculum & Instruction

N. Finance

N-1 Budget Transfers

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2015-2016 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-190-100-500-05-021	11-190-100-610-05-021	\$10,000	Source4Teachers Substitutes, cooling tower repairs
11-190-100-500-05-021	11-000-100-561-70-050	\$10,000	
12-000-400-450-70-050	11-000-291-299-70-057	\$20,685	

N-2 Financial Reports

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 February 29, 2016. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of February 29, 2016.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 29, 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 to approve the following bill lists:

2/29/2016	\$3,948.70	Bill List
3/31/2016	\$3,978.70	Bill List
4/19/2016	\$280,436.12	Bill List
3/30/2016	\$107,581.94	Payroll
4/15/2016	\$105,421.94	Payroll

N-4 Cooperative Transportation GCSSSD

BE IT RESOLVED to approve a cooperative transportation agreement with the GCSSSD for the 2016-2017 school year. The administrative fee for special education, vocational, public and homeless student routes is 7% and 4% for non-public student routes.

N-5 Shared Service Agreements with Kingsway Regional School District

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Shared Services Agreements with Kingsway Regional School District for the following services:

Shared Service	Date	Annual Cost
Facility Maintenance Services	July 1, 2016 through June 30, 2017	\$60,000
Information Technology Services	July 1, 2016 through June 30, 2017	\$35,000
Curriculum Services	July 1, 2016 through June 30, 2017	\$60,000
Child Study Team Supervisory Services	July 1, 2016 through June 30, 2017	\$16,000
Business Administration Services	July 1, 2016 through June 30, 2017	\$58,183

N-6 Adoption of the 2016-2017 Budget

Motion by Buckley, second by Huggins, that the South Harrison Board of Education approve the following:

Approval of the 2016-2017 Budget

Resolved, that the South Harrison Township School District Board of Education authorize the submission of the 2016-17 budget as follows to the Executive County Superintendent of Schools:

Fund 10	\$5,174,164
Fund 20	\$ 104,493
Fund 40	\$ <u>866,650</u>
Total	<u>\$6,145,307</u>

With \$3,116,783 to be raised in taxes for Fund 10 and \$705,764 to be raised in taxes for Fund 40. The total tax levy for 2016-2017 is \$3,822,547.

Be It Further Resolved, that the South Harrison Township School District Board of Education authorizes the use of an Enrollment Adjustment in the amount of \$16,040 pursuant to N.J.S.A. 18A:7F-38;

WHEREAS, the South Harrison Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and

for travel that promotes the delivery or instruction of furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C.6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORD, BE IT RESOLVED. The Board of Education approves all travel not in compliance with N.J.A.C.6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C.6A:23B-1.2(b), to a maximum expenditure of \$15,000 for all staff and board members

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
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Cunningham

Bruno

Brown

Buckley

Huggins

Reilly

Talbot

N-7 Donation

BE IT RESOLVED, that the South Harrison Township School District Board of Education accept a donation from the South Harrison Little League for baseball field improvements. The improvements include upgrading the drainage along the rear of the infield.

O. Policy

O-1 First Reading/Introduction:

The following policies and/or regulations are recommended for first reading for revision and/or adoption:

Policy 1110 Organizational Chart

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
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Cunningham

Bruno

Brown

Buckley

Reilly

P. Old Business
None

Q. New Business
None

R. Adjournment of Meeting

Motion by Reilly, second by Bruno, that the Board of Education adjourn the meeting at 9:42 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary