

The regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:35 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, Jonathan Feinbaum, Michael Finnan, Janice Huggins, Heidi Lerch, Jim McShea (arrived 7:48), Ken White and Debbie Cunningham.

Others present: Dr. Lavender, Mrs. Wechter, Mrs. DiStefano, Mrs. Calandro, Mrs. Burr, Mrs. Fithian, Mr. Mumbower and Mr. Dzwilewski.

**Presentation –Audit presentation-** Mr. Michael Holt from Holman Frenia Allison, PC.

Mr. Holt presented the audit report. He reviewed the audit reports and financial statements and explained the audit process to the Board.

Upon completion of audit presentation, Mrs. Wechter explained surplus, fixed assets and capital projects fund. There were no audit findings.

The board members thanked Mrs. Wechter for a well done job. There were no audit findings or recommendations.

**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 October 29, 2013.

Roll Call Vote	Yes (8)	No (0)	Abstain (1) – Mr. Feinbaum
Motion Passed			

- B.** BE IT RESOLVED to approve the minutes from the Special Meeting of November 19, 2013.

Roll Call Vote	Yes (8)	No (0)	Abstain (1) – Mr. Finnan
Motion Passed			

### **Closed Session**

Motion by Mr. White and second by Mr. Finnan that the Board of Education, by Resolution, adjourn into Closed Session, from which the general public is excluded, for the purpose of a student hearing at 8:00pm.

Motion Carried.

The results of this session will be made public immediately after or as soon thereafter as a decision is reached, if permitted by law.

### **Open Session**

Motion by Mr. Feinbaum and second by Mr. Finnan that the Board of Education resume open session at 9:12pm. Motion Carried.

Motion by Mr. McShea and second by Mr. White that the Board of Education approve to modify the recommendation of the Superintendent regarding HIB case number 002.

Roll Call	Yes (7)	No (2)-Mrs. Buckley Ms. Huggins	Abstain (0)
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### **Recognition of Visitors for Agenda Questions- None**

#### **Superintendent's Recommendations Administrative**

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

1. BE IT RESOLVED to approve Clark Pettit and David Datz as volunteers for the sixth grade Stokes trip March 18-21, 2014.
2. BE IT RESOLVED to approve Resolution 25 to Support School Funding Formula Based Upon Enrollment not Attendance For the 2014-2015 Budget.
3. BE IT RESOLVED to approve Resolution 24 to Adjust the Budget Submission Calendar For 2014-15.
4. BE IT RESOLVED to approve the District Strategic Plan: Vision 2018.
5. BE IT RESOLVED to schedule the re-organization meeting for January 7, 2014. Meeting will be 7:30pm in the media room.

### **Policy - FIRST READING**

BE IT RESOLVED to approve the first reading of the following bylaw, policy and regulation guide additions and amendments.

- a. Policy P2415 – No Child Left Behind Programs (Revised)
- b. Policy P2468 – Independent Educational Evaluations (New)
- c. Policy P3230 – Outside Activities (Revised)

- d. Policy P3281 – Inappropriate Staff Conduct (Revised)
- e. Regulation R4230 – Outside Activities (Revised)
- f. Regulation R4281 – Inappropriate Staff Conduct (Revised)
- g. Policy P6113 – E-Rate (New)
- h. Policy P6163 – Advertising on School Property (New)
- i. Policy P6480 – Purchase of Food Supplies (Revised)
- j. Policy P8505 – School Nutrition (Revised)
- k. Policy P1240 – Evaluation of Superintendent (M) (Revised)
- l. Regulation R1240 – Evaluation of Superintendent (M) (Revised)
- m. Policy P3142 – Nonrenewal of Nontenured Teaching Staff Member (Revised)
- n. Regulation R3142 - Nonrenewal of Nontenured Teaching Staff Member (Revised)
- o. Policy P3144 – Certification of Tenure Charges (Revised)
- p. Regulation R3144 - Certification of Tenure Charges (Revised)
- q. Policy P4146 – Nonrenewal of Nontenured Support Staff Member (Revised)
- r. Regulation R4146 - Nonrenewal of Nontenured Support Staff Member (Revised)
- s. Policy P3221 – Evaluation of Teachers (M) (Revised)
- t. Regulation R3221 - Evaluation of Teachers (M) (Revised)
- u. Policy P3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- v. Regulation R3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
- w. Policy P3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
- x. Regulation R3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (New)
- y. Policy P3224 – Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)
- z. Regulation R3224 - Evaluation of Principals, Vice Principals, and Assistant Principals (M) (New)

## Personnel

- 6. BE IT RESOLVED to approve the resignation of Mary Doleshal for the remainder of the 2013-2014 school year effective December 31, 2013. (one-to-one aide)
- 7. BE IT RESOLVED to approve Janine Wechter to attend workshop “2013 Governmental A+A Update” at Rutgers University in New Brunswick on December 5, 2013. Cost is \$185.00.
- 8. BE IT RESOLVED to approve the following (2) substitute school nurses for the remainder of the 2013-2014 school year-pending completed paperwork:  
Catherine Carchidi                      Kimberly Mittelstadt
- 9. BE IT RESOLVED to approve Kelly Fithian as Bullying Specialist for the 2013-2014 school year to be compensated \$25.00 per hour beyond contracted time.
- 10. BE IT RESOLVED to approve Kristy Kubala as a student teacher from Rowan University. She will be with Shari Crouch from January 21, 2014 to May 9, 2014.

11. BE IT RESOLVED to approve Elizabeth Golding as a Long-Term Substitute to fill a vacancy due to a maternity leave of absence for Second Grade beginning February 11, 2014 through the end of the school year.
12. BE IT RESOLVED to appoint the following staff members as advisors for after school academic clubs at a stipend of \$375.00 each:

Mrs. Wagner	3 <sup>rd</sup> Grade	ELA
Mrs. Wagner	3 <sup>rd</sup> Grade	Math
Ms. Grabas	4 <sup>th</sup> Grade	ELA
Mrs. Tranz	4 <sup>th</sup> Grade	Math
Mrs. Olsen	5 <sup>th</sup> Grade	ELA
Mrs. Kurek	5 <sup>th</sup> Grade	Math
Mrs. LaMalfa	6 <sup>th</sup> Grade	Math
13. BE IT RESOLVED to approve Lori Morrison as a one-to-one aide to fill a vacancy in Grade 2 for the remainder of the 2013-2014 school year. Salary is \$10,049.00 pro-rated.

**Tuition – None**

**Buildings and Grounds**

14. BE IT RESOLVED to approve Use of Facilities for the SH Soccer Club to hold practice sessions on Monday evenings from 11/11/13 to 2/24/14 at 5:45pm-7:15pm.
15. BE IT RESOLVED to approve Use of Facilities for the Harrison Soccer Club to hold practice sessions on Monday evenings from 12/9/12 to 3/3/14 at 7:15pm-8:30pm. Not available on 12/23/13, 12/30/13, 1/20/14 and 2/17/14.
16. BE IT RESOLVED to approve Use of Facilities for Logan Soccer Club to hold practice sessions on Monday evenings from 1/6/14 to 2/24/14 at 8:30pm-10:00pm. Not available on 1/20/14 and 2/17/14.
17. BE IT RESOLVED to approve Use of Facilities for Mantua Soccer Team to hold practice sessions on Tuesday evenings from 12/17/13 to 2/25/14 at 6:00pm-8:00pm. Not available on 12/24/13 and 12/31/13.

Roll Call:      Yes (9)              No (0)              Abstain (0)  
Motion Carried

**Financial**

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

1. BE IT RESOLVED to approve budget transfers from September 1, 2013 through October 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 months of September and October 2013. The

Cash Reconciliation Report and Secretary's Report are in agreement for the months of September and October 2013.

2. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of September and October 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:

P018	Payroll Agency	\$ 8,173.06
P019	Warrant Account	\$127,645.02
P020	Payroll Agency	\$ 16,070.40
P021	Payroll Agency	\$108,367.78
P022	Payroll Agency	\$111,274.07
P023	Payroll Agency	\$108,707.83
P024	Payroll Agency	\$109,225.84
P025	Warrant Account	\$ 75.23
P026	Warrant Account	\$172,013.91

4. BE IT RESOLVED to approve acceptance of the audit report for the 2012-2013 school year as presented, with no recommendations. The synopsis of the audit report will be made available to the public. **(Audit Report and Management Report were included in packets)**

Roll Call: Yes (9) No (0) Abstain (0)  
Motion Carried

**Discussion Items – Information Only**

- A. New Board Members-Dr. Lavender and Mrs. Wechter are meeting with new members.
- B. Professional Appointments & Request for Professionals-Dr. Lavender discussed going out for RFP's for Architect and Engineer of record.
- C. School Physician-Dr. Lavender explained that we have had problems finding a school physician and may be renewing Dr. Harris' contract.
- D. Dr. Lavender attended the Home & School meeting on 12/4/13and discussed the meeting with the Board.
- E. Budget-Dr. Lavender explained the status of the budget and discussions that will take place in January.

**Discussion Items – Follow Up**

- A.** Paperless Board Meetings-Our goal is to have everything up and running for January 7, 2014 reorganization meeting.

**Discussion Items – Action Required – None**

**Visitor Comments**-Sarah Freeman questioned if there are procedures in place for contacting a parent when a student is injured at school.

Dr. Lavender and Mr. Mumbower responded yes there are.

Mrs. Freeman had some concerns regarding a HIB case involving her daughter last year.

Dr. Lavender asked her to make an appointment with him to discuss her concerns.

**Adjournment**

Motion by Mr. Finnan and second by Mr. McShea to adjourn the meeting at 10:03pm.  
Motion Carried

Respectfully submitted,  
Linda M DiStefano

Board Secretary