

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, Carole English, Michael Finnan, Janice Huggins, Jim McShea, Joseph Talbot, and Debbie Cunningham.

Others present: Dr. Lavender, Mrs. Wechter, Mr. Mumbower, Ms. Calandro, Mrs. DeMarchi and Ms. Anderson.

#### **Student Recognition – None**

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

Mr. Holt presented the 2013-2014 audit report. He explained the audit process and the financial information included in the report. Mr. Holt also explained that the report is an “unmodified opinion” which is the best report you can receive. There were no recommendations in the audit report.

**Public Participation: Recognition of Visitors for Agenda Questions- None**

#### **Minutes**

Motion by Mr. Brennan and second by Ms. Huggins to approve the following minutes:

| <u>Date</u>       | <u>Type of Meeting</u> |
|-------------------|------------------------|
| November 25, 2014 | Regular                |

Roll Call Vote:

|     |         |        |  |
|-----|---------|--------|--|
| I-1 | Yes (6) | No (0) | Abstain (2)-Toni Buckley<br>Carole English |
|-----|---------|--------|--|

Motion Passed

**Correspondence - None**

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

Motion by Mr. Finnan and second by Mrs. Buckley that the Board of Education approve the Superintendent's Recommendations K, L, M, N .

**Personnel****(Dr. Lavender)**K-1 Appointments, Separation, Leaves of Absence & Substitutes

| Name                                     | Position/<br>Position Code | Department<br>(Location) | Guide/Step<br>Salary   | Reason                           | Term of<br>Contract/<br>Effective<br>Date |
|--|----------------------------|--------------------------|--|----------------------------------|---|
| Substitute List<br>(Attachment<br>K.1.1) | Teacher                    | South<br>Harrison        | \$70.00 per<br>day, after 20<br>days, which<br>do not have<br>to be<br>consecutive,<br>\$85.00 per<br>day. | As needed                        | 12/23/14 to<br>06/30/15                   |
| Jennifer<br>Mathis                       | Substitute                 | South<br>Harrison        | \$85.00 per<br>day (sub rate)  | Assistance with RTI as<br>needed | 1/5/14 – 15<br>days                       |

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

Resolved that the following personnel recommendations be approved, as recommended by the Superintendent of Schools:

| Name         | Position/<br>Assigned Staff | Department<br>(Location)          | Compens./<br>Correction /<br>College | Reason                                | Effective<br>Date |
|--------------|-----------------------------|-----------------------------------|--------------------------------------|---------------------------------------|-------------------|
| Leslie Miles | Katie Fransko               | South<br>Harrison<br>Elem. School | Rowan<br>University                  | School Psychology<br>Shadow Practicum | Spring 2015       |

**General Administration**L-1 Discussion Items

- Budget Calendar was discussed
- Reorganization – January 6, 2015 - reminder
- New Board Member Orientation - took place with Janet Brown
- 2015-16 School Calendar & Survey – more discussion to take place at reorganization meeting, possible approval in February
- RTI Update – a communication has gone out – Dr. Lavender gave an update on where we are

L-2 Enrollment Report as of November 30, 2014:

| <b>Grade Level</b>              | <b>Current Totals</b> | <b>Prior Month Totals</b> | <b>June 30, 2014</b> |
|---------------------------------|-----------------------|---------------------------|----------------------|
| PK3                             | 6                     | 6                         | 6                    |
| PK4                             | 9                     | 9                         | 12                   |
| K                               | 42                    | 42                        | 46                   |
| 1                               | 48                    | 47                        | 50                   |
| 2                               | 49                    | 50                        | 53                   |
| 3                               | 56                    | 54                        | 62                   |
| 4                               | 62                    | 62                        | 52                   |
| 5                               | 53                    | 53                        | 52                   |
| 6                               | 55                    | 54                        | 45                   |
| <b><i>Resident Students</i></b> | <b>353</b>            | <b>350</b>                | <b>351</b>           |
| <b><i>Choice Students</i></b>   | <b>27</b>             | <b>27</b>                 | <b>27</b>            |
| <b><i>District Total</i></b>    | <b>380</b>            | <b>377</b>                | <b>378</b>           |

Enrollment Summary

| <b>Grade Level</b>              | <b>Current Totals</b> | <b>Prior Month Totals</b> | <b>June 30, 2014</b> |
|---------------------------------|-----------------------|---------------------------|----------------------|
| PK3                             | 6                     | 6                         | 6                    |
| PK4                             | 9                     | 9                         | 12                   |
| K                               | 42                    | 42                        | 46                   |
| 1                               | 48                    | 47                        | 50                   |
| 2                               | 49                    | 50                        | 53                   |
| 3                               | 56                    | 54                        | 62                   |
| 4                               | 62                    | 62                        | 52                   |
| 5                               | 53                    | 53                        | 52                   |
| 6                               | 55                    | 54                        | 45                   |
| <b><i>Resident Students</i></b> | <b>353</b>            | <b>350</b>                | <b>351</b>           |
| <b><i>Choice Students</i></b>   | <b>27</b>             | <b>27</b>                 | <b>27</b>            |
| <b><i>District Total</i></b>    | <b>380</b>            | <b>377</b>                | <b>378</b>           |

Attendance Summary

| 2014 - 2015 Monthly Average % of Students in Attendance |        |       |       |       |       |       |         |         |       |        |                              |
|---|--------|-------|-------|-------|-------|-------|---------|---------|-------|--------|------------------------------|
| Grade Level   | Sept % | Oct % | Nov % | Dec % | Jan % | Feb % | March % | April % | May % | June % | 2014-2015 Current YTD Ave. % |
| Pre-K 3   | 99.00  | 96.00 | 95.00 |       |       |       |         |         |       |        | 96.67                        |
| Pre-K 4   | 63.00  | 65.00 | 68.00 |       |       |       |         |         |       |        | 65.33                        |
| K   | 92.00  | 90.00 | 87.00 |       |       |       |         |         |       |        | 89.67                        |
| Average Pre-K & K                                       | 84.67  | 83.67 | 83.33 |       |       |       |         |         |       |        | 83.89                        |
| 1   | 95.00  | 96.00 | 95.00 |       |       |       |         |         |       |        | 95.33                        |
| 2   | 95.00  | 94.00 | 93.00 |       |       |       |         |         |       |        | 94.00                        |
| 3   | 98.00  | 97.00 | 96.00 |       |       |       |         |         |       |        | 97.00                        |
| 4   | 97.00  | 96.00 | 96.00 |       |       |       |         |         |       |        | 96.33                        |
| 5   | 94.00  | 94.00 | 93.00 |       |       |       |         |         |       |        | 93.67                        |
| 6   | 94.00  | 93.00 | 94.00 |       |       |       |         |         |       |        | 93.67                        |
| Average 1 – 6   | 95.50  | 95.00 | 94.50 |       |       |       |         |         |       |        | 95.00                        |

L-3    Emergency Drills/Calls

Drills

| School / Date  | Time                                     | Drill Description |
|--|--|-------------------|
| South Harrison Elementary School<br>Friday 11/21/14  | Begin time: 1:30pm<br>End time: 1:45pm   | Fire Drill        |
| South Harrison Elementary School<br>Tuesday 11/25/14 | Begin time: 10:30am<br>End time: 10:45am | Lockdown drill    |

Emergency Calls

| School / Date | Time                     | Drill |
|---------------|--------------------------|-------|
|               | Begin time:<br>End time: |       |
|               | Begin time:<br>End time: |       |

L-4 Student Discipline, Violence/Vandalism, HIB as of 11/30/14:

## Student Discipline, Violence/Vandalism, HIB

| Infraction Reports                           | No. of Incidents this Month | 2014-15 Total-To-Date |
|--|-----------------------------|-----------------------|
| Detentions                                   | 1                           | 4                     |
| Suspensions                                  | 0                           | 1                     |
| Violence, Vandalism, Substance Abuse         | 0                           | 0                     |
| Harassment/Intimidation/Bullying (Confirmed) | 0                           | 1                     |

## Completed Investigation Reports as of November 30, 2014

Resolved that South Harrison Township Elementary School District Board of Education accept the Harassment, Intimidation & Bullying report as submitted by the Superintendent of Schools for the month ending November 30, 2014:

| Case Number | Date of Initial Report | Date of Report to Superintendent | Result of Investigation  |
|-------------|------------------------|----------------------------------|--------------------------|
| 02          | 11/20/14               | 12/04/14                         | Does Not Meet Definition |

L-5 Educational Field Trips/Assemblies:

| School | Group | Event/Destination | Date(s) | # of Students | # of Teachers/Chaperones | Cost to the BOE | Comments |
|--------|-------|-------------------|---------|---------------|--------------------------|-----------------|----------|
|        |       |                   |         |               |                          |                 |          |
|        |       |                   |         |               |                          |                 |          |

L-6 Use of Facilities:

Resolved that the following use of facilities requests be approved, as recommended by the Superintendent of Schools:

| Group                             | Event                     | Date(s)           | Days                             | Time                       |
|-----------------------------------|---------------------------|-------------------|----------------------------------|----------------------------|
| South Harrison Home and School    | Lip Sync                  | 1/14/15 & 1/21/15 | Wednesdays                       | 3:30pm-4:00pm              |
| South Harrison Home and School    | Lip Sync set-up and event | 1/23/15 & 1/24/15 | Friday night<br>Saturday all day | After school<br>10am start |
| South Harrison Soccer Association | Girls Soccer              | 12/19/14          |                                  | 6-8pm                      |

L-7    Programs/Other:

- A. BE IT RESOLVED to approve the Agreement for Professional Services with the Gloucester County Special Services School District through CRESS for a Learning Disabilities Teacher Consultant Services on an as needed basis through January 31<sup>st</sup> 2015, at a rate of \$60.00 per hour not to exceed \$2,500. (For LDTC services needed until Amy Corson, our new LDTC comes on board)
- B. BE IT RESOLVED to approve and Interlocal Service Agreement with Pittsgrove Township Schools for the purposes of providing custodial services effective December 1, 2014 through November 30, 2015 in the amount of \$93,864.95.
- C. BE IT RESOLVED to approve the following curriculum for Grades K-6:
1. Art
  2. Library
  3. Music
  4. Science
  5. Social Studies
  6. Technology
  7. Physical Education

L-8    2014-2015 NJQSAC District Performance Review (DPR)

BE IT RESOLVED that the Board of Education approves the 2014-15 QSAC District Performance Review (DPR) and authorizes the superintendent to submit the DPR to the Gloucester County and N.J. Departments' Offices of Education.

**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 Purpose   | Cost to District   |
|--------------------|-------------------|---------|----------------|---|--|
| NJASA Techspo 2015 | Atlantic City, NJ | 1/29/15 | Janine Wechter | Update on technology in education, latest tools and resources | Total cost \$245 to be shared with Logan (SH share \$122.50) |
|                    |                   |         |                |   |  |

**Financial**

- N-1    BE IT RESOLVED to approve budget transfers from October 1, 2014 through October 31, 2014.

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 2014. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of October 2014. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2014. 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.
- B. 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.
- C. 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 BE IT RESOLVED to approve the following bill lists:

|      |                 |              |
|------|-----------------|--------------|
| P023 | Payroll/Agency  | \$113,333.65 |
| P024 | Payroll/Agency  | \$115,023.90 |
| P025 | Payroll/Agency  | \$111,118.12 |
| P026 | Payroll/Agency  | \$115,216.01 |
| P027 | Warrant Account | \$145,281.77 |

N-4 BE IT RESOLVED to approve acceptance of the audit report for the 2013-2014 school year as presented, with no recommendations. The synopsis of the audit report will be made available to the public.

Dr. Lavender explained the attachment under personnel concerning the approval of Kingsway substitutes.

Dr. Lavender and Mrs. Calandro explained the DPR and the QSAC process and where we are with curriculum.

Roll Call Vote: Yes (8)      No (0)      Abstain (0)

**Public Participation: Recognition of Visitors for Comment**

Various comments and concerns on different issues:

- Heidi Banfer, 7 Hollybrook Road - Mrs. Banfer asked about the implementation of curriculum and how teachers will be evaluated. She also asked if the teachers have the tools. Dr. Lavender, Mrs. Calandro and Mrs. Anderson answered, giving details about the status of the curriculum and an overview of the process, and they also spoke about the professional development being provided and the tools we are using.
- Lindsay Williams, 115 Revere Drive - Mrs. Williams wanted to share feedback she was getting from parents on the parent-teacher conferences.

- Beverly Donofrio, 143 N Oak Avenue, Pitman - Mrs. Donofrio asked if anyone has expressed interest in the open board seat. Dr. Lavender explained that we have no interested parties, but may be getting information soon.
- Linda Miles, 11 St. Johns Lane - Mrs. Miles expressed her concern over what is going on with the principal position and is concerned that the community is falling apart.
- Suzanne Miranda, 31 Main Street - Mrs. Miranda asked when communication would be coming regarding the principal position.
- Susan Kenderdine, Indian Birch Drive, Turnersville – Mrs. Kenderdine expressed how she admired and was impressed with Mr. Mumbower
- Miriah Menold, 643 Tomlin Station Road – expressed concern over the amount of turnover in the principal position
- Denise Menold, 406 Lincoln Mill Road – expressed concern over what is happening with the principal position and thanked Mr. Talbot for everything he does in the teachers faculty dining room, which is very much appreciated

**Old Business** – None

**New Business** - None

### **Closed Session**

Motion by Mr. McShea and second by Ms. Huggins that the Board of Education, by Resolution, adjourn into Closed Session, from which the general public is excluded, for the purpose of a personnel issue.

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. McShea and second by Ms. Huggins that the Board of Education resume open session at 9:45 p.m.. Motion Carried.

Motion by English and second by Mr. McShea that the Board of Education accept with regret the resignation of Mr. William Mumbower effective December 31, 2014, with the last day of employment being February 27, 2014.

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

Motion by Mr. McShea and second by Mr. Talbot that the Board of Education approve Dr. James Lavender to serve as Acting School Principal effective January 1, 2015 for no additional compensation.

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



Motion by Mr. McShea and second by Mrs. English that the Board of Education approve Ms. Rachael Anderson to serve as the administrator-in-charge at any time the acting principal is not accessible at a rate of \$48 per diem, not to exceed 60 days without re-approval of the Board of Education.

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

**Adjournment**

Motion by Mrs. English and second by Mr. Finnan to adjourn the meeting at 9:55pm.

Motion Carried

Respectfully submitted,  
Linda M DiStefano  
Board Secretary