

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

Regular Meeting  
December 19, 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

Janet Brown, Michael Brennan, Laura Bruno, Toni Buckley, Deborah Cunningham, Janice Huggins, , Ron Reilly, Joseph Talbot, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

James McShea

E. Student Recognition

E.1 November 2016 – Spotlight Students

1 <sup>st</sup> Grade	Tegan McLeer
2 <sup>nd</sup> Grade	Ella Coladonato
3 <sup>rd</sup> Grade	Annie Reinerth
4 <sup>th</sup> Grade	Danielle Hennessy
5 <sup>th</sup> Grade	Ryland Mishura
6 <sup>th</sup> Grade	Hasan Khan

F. Board of Education Recognition

F.1 Board of Education Member, Joseph Talbot for outstanding service to the School Community

G. Presentations

G.1 Ms. Mesmer, RTI Data Program/Update

H. Public Participation

Glenn Frye, Assistant Fire Chief – Addressed ongoing issues with fire alarm

I. Executive Session

None

J. Approval of Minutes

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

<u>J-1</u>	<u>Date</u>	<u>Type of Meeting</u>
	October 17, 2016	Regular Meeting

Motion carried unanimously

**BOARD OF EDUCATION MINUTES – 2****December 19, 2016**

K. Correspondence  
None

Motion by Buckley, second by Bruno, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows L1, M1-M4, N1, O1-O6 and P1.

L. Personnel

L-1 Co-Curricular Work, Volunteers, Practicum Students, Change of Status

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

Name	Position/ Assigned Staff	Department (Location)	Compens./ Correction / College	Reason	Effective Date
Kaitlyn O'Donnell	Heidi Wagner	Third Grade	Farleigh Dickinson	Student Teaching	01/17/2017- 05/31/2017
Nicole Eschenbach	Teacher	Second Grade	NA	Extension of maternity leave	Return date extended to 1/20/2017 (Previous return date of 12/05/2016)

M. General Administration

M-1 Discussion Items

- Board Goals
- Budget Development
- Negotiations 1/30, 1/31

M-2 Enrollment Report as of November 30, 2016:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2016
PK3	10	10
PK4	10	14
K	43	49
1	55	44
2	45	50
3	53	52
4	52	56
5	57	61
6	59	54
Resident Students	358	363
Choice Students	26	27
District Total	384	390

**B. Attendance Report**

2015 - 2016 Monthly Average % of Students in Attendance													
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2016-2017 Current YTD Average %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	98.0	95.2	93.0								95.4	93.3	96.5
Pre-K 4	94.7	94.8	92.7								94.1	96.3	94.8
K	95.7	94.1	92.2								94.0	96.7	95.2
Average Pre-K & K	96.1	94.7	92.6								94.5	95.5	95.5
1	93.9	94.3	93.5								93.9	96.9	96.0
2	95.7	96.3	94.9								95.6	96.6	96.5
3	96.1	96.1	94.1								95.4	96.4	95.6
4	99.1	98.1	96.6								97.9	96.5	95.7
5	98.9	97.5	95.7								97.4	96.9	95.7
6	97.7	97.8	94.8								96.8	97.2	96.6
Average 1 - 6	96.9	96.7	94.9								96.2	96.7	96.0
Overall District Average	96.8	95.7	93.8								95.4	96.6	95.9

**M-3 Emergency Drills/Calls**

School / Date	Time	Drill Description
South Harrison Thursday, November 3 <sup>rd</sup>	Begin time: 11:17 AM End time: 11:19 AM	Fire Drill
South Harrison Wednesday, November 16 <sup>th</sup>	Begin time: 2:11 PM End time: 2:20 PM	Code Blue Drill- outside Business Office

**M-4 Student Discipline, Violence/Vandalism, HIB as of November 30, 2016:**

Infraction Reports	No. of Incidents this Month	2016-2017 Total-To-Date	2015-2016 Total
Detentions	0	1	5
Suspensions	0	0	7
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0

**N. Curriculum & Instruction****N-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:

**BOARD OF EDUCATION MINUTES – 4****December 19, 2016**

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Social Studies Common Core and PARCC Consortium	Blackwood, NJ	1/27/2017, 2/10/2017, 2/24/2017 and 3/10/2017	Carolyn Olsen  Jennifer Smith	To learn updates on Common Core and PARCC	\$400  \$400
Section 504: An Updated Guide to Identifying & planning for Students with Disabilities in the Schools	Mount Laurel, NJ	2/10/2017	Amy Corson	To learn best practices as 504 Coordinator	\$199.99

**O. Finance**

**O-1** 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
11-000-262-420-05-053	11-000-262-610-05-053	\$1500	Work by Siemens and English Septic

**O-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 September 30, 2016. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of September 30, 2016.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 30, 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.

**O-3      Payment of Claims**

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

12/13/2016	\$297,273.72	Bill List
11/30/2016	\$110,265.79	Payroll
12/15/2016	\$118,323.84	Payroll

**O-4      2015-2016 CAFR**

BE IT RESOLVED, that the South Harrison Township School District Board of Education accept the Comprehensive Annual Financial Report ("CAFR") for the fiscal year ended June 30, 2016 and related documents for submission to the Executive County Superintendent of Schools.

**BOARD OF EDUCATION MINUTES – 5**

**December 19, 2016**

**O-5 Synopsis and Summary of Annual Audit and Recommendations and Corrective Action Plan**

WHEREAS, N.J.S.A. 18A-23.4 states that the Secretary of the Board of Education shall prepare a synopsis or summary of the annual audit and recommendations;

WHEREAS, the accounting firm of Homan Frenia Allison, P.C. audited the basic financial statements of the South Harrison Township School District for the fiscal year ended June 30, 2015 in accordance with the Generally Accepted Audit Standards issued by the Comptroller General of the United States;

WHEREAS, the accounting firm of Holman Frenia Allison, P.C. did not have any findings or recommendations for the fiscal year ended June 30, 2016;

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township School District Board of Education accept and approve the Audit Synopsis, summary of audit recommendations and corrective action plan for the fiscal year ended June 30, 2016.

**O-6 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 November 30, 2016.

**P. Policy**

**P-1. Second Reading/Adoption:**

The following policies are recommended for second reading and adoption:

Policy 6660- Student Activity Fund

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
-----	----	---------

Brennan

Brown

Bruno

Buckley

Cunningham

Huggins

Reilly

Talbot

**Q. 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 Joe Talbot

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

**R. New Business**

S. Adjournment of Meeting

Motion by Talbot, second by Reilly, that the Board of Education adjourn the meeting at 8:10 p.m.

Motion carried unanimously

Respectfully Submitted,

---

Jason Schimpf  
School Business Administrator/Board Secretary