

The reorganization and regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:40 P.M. by School Business Administrator Janine Wechter. 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.

Election Results: Dr. Lavender, Superintendent, provided the Board with the results of the election.

Swearing in Newly Elected Board Members: The SBA gave the Oath of Office to the following newly elected board members for three year terms:
Carole English, Janice Huggins and Joseph Talbot.

Roll Call: Present: Michael Brennan, Toni Buckley, Debbie Cunningham, Carole English, Michael Finnan, Janice Huggins, James McShea, Joseph Talbot and Ken White (arrived 7:45)

Call for Nominations President: Motion by Mr. Finnan second by Ms. Huggins to nominated Mrs. Cunningham for Board President.

Roll Call Vote: Yes (7) No (0) Abstain (1) Mrs. Cunningham
Motion Carried.

Call for Nominations Vice-President: Motion by Ms. Huggins second by Mr. McShea to nominated Mr. Brennan for Vice- President.

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

Code of Ethics for School Board Members was discussed.

**Reorganization
Appointments:**

Motion made by Mrs. Buckley and second by Mr. Brennan to approve the Reorganizational Items H1-H29

H-1 APPOINTMENT OF BOARD OFFICIALS

Move that the following Board Officials be appointed for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the board acts on appointments:

Board Secretary:	Linda DiStefano
Alternate Board Secretary:	Janine Wechter
Affirmative Action Officer:	William Mumbower
AHERA Compliance Officer:	Janine Wechter
Indoor Air Quality Officer:	Bethany Bakley
Integrated Pest Management (IPM) Coordinator:	Janine Wechter
Right to Know Contact Person:	Janine Wechter
504 Officer:	Cheryl Burr
Public Agency Compliance Officer:	Janine Wechter
Purchasing Agent/Threshold:	Janine Wechter/\$36,000
Custodian of Public Records:	Janine Wechter
Custodian of Student Records:	William Mumbower
Homeless Liaison:	Kelly Fithian
DYFS Liaison:	William Mumbower
Attendance Office:	William Mumbower
Title IX Coordinator:	William Mumbower
Official for Investments and Wires:	Janine Wechter
H.I.B. Coordinator	Cheryl Burr
H.I.B. Specialist	Kelly Fithian

H-2 through H-11-Appointment of Professionals-Fees schedules and contracts are on file in the office of the Business Administrator

H-2. APPOINTMENT OF INSURANCE AGENT

Move to appoint The Barclay Group as the risk manager/insurance agent for the District, for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the board acts on appointments.

H-3. APPOINTMENT OF DISTRICT AUDITOR

Move to appoint Holman Frenia Allison P.C., as auditor for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the board acts on appointments.

H-4. APPOINTMENT OF BOARD ATTORNEY

Move that Schwartz Simon Edelstein & Celso LLC, be appointed as Board Attorney for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-5. APPOINTMENT OF ARCHITECT OF RECORD

Move that Garrison Architects be appointed as Architect of Record for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-6. APPOINTMENT OF ENGINEER OF RECORD

Move that Federici and Akin, P.A. Consulting Engineers be appointed as Engineer of Record for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-7. APPOINTMENT OF POLICY SERVICE PROVIDER

Move that Strauss Esmay, be appointed to provide Board of Education Policy update services for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-8. APPOINTMENT OF SCHOOL PHYSICIAN

Move that Dr. W.G. Harris, Jr., be appointed as School Physician retroactively from July 1, 2013 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-9 APPOINTMENT OF THIRD PARTY ADMINISTRATOR FOR 403(b) PLANS

Move that Lincoln Investments and MET Life, be appointed as 403(b) plan third party administrator for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-10 APPOINTMENT OF E-RATE CONSULTANT

Move that E-Rate Exchange, LLC, be appointed as E-rate consultant for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-11. APPOINTMENT OF HEALTH BENEFIT AGENT

Move that Connor Strong, be appointed as Health Benefit Broker for the calendar year 2014 and through the reorganization meeting in January, 2015 and or as soon thereafter as the Board acts on appointments.

H-12. APPOINTMENT OF DELEGATE

Move that Debbie Cunningham, be appointed as delegate to the New Jersey School Board Association for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

H-13. DESIGNATION OF SUPERINTENDENT: TRANSFER AUTHORITY

Move that as provided by N.J.S.A. 18A22-8.1 amended, the Superintendent or designee, be designated to approve such line item transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regularly scheduled meeting of the Board of Education.

H-14. PROCUREMENT OF GOODS AND SERVICES THROUGH STATE CONTRACT

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the South Harrison Township School District Board of Education desires to authorize its purchasing agent for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE

BE IT RESOLVED, that the South Harrison Township School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as awarded by said agency.

H-15. OFFICAL DEPOSITORIES AND SIGNATORIES

Motion to approve the following Banking Institutions as official depositories of the South Harrison Township School District Board of Education in accordance with the Governmental Unit Deposit Protection Act ("GUDPA.")

<u>ACCOUNT</u>	<u>FINANCIAL INSTITUTION</u>	<u>SIGNATORY</u>	<u>INDIVIDUAL</u>
Custodian Account 3 signatures required	Susquehanna Bank	Board President Business Administrator Superintendent	Debbie Cunningham Janine Wechter James Lavender
Payroll Account 2 signatures required	Susquehanna Bank	Business Administrator Superintendent	Janine Wechter James Lavender
Payroll Agency Account 2 signatures required	Susquehanna Bank	Business Administrator Superintendent	Janine Wechter James Lavender
Student Activity Account 2 signatures required	Susquehanna Bank	Board President Superintendent Business Administrator	Debbie Cunningham James Lavender Janine Wechter
Capital Projects Account 2 signatures required	Susquehanna Bank	Board President Business Administrator Superintendent	Debbie Cunningham Janine Wechter James Lavender

H-16. ADOPTION OF SAFETY AND SECURITY PLAN

Move that emergency procedures as described in the official South Harrison Township School District Safety and Security Plan be approved as recommended by the Superintendent of Schools.

H-17. OFFICIAL NEWSPAPER/MEETING SCHEDULE

Motion to adopt the following resolution:

WHEREAS, Chapter 231 of P.L. 1975 known as, and hereinafter designated as, the “Open Public Meetings Act” requires notification of meetings of public bodies, as therein defined, in the manner therein set forth,

NOW THEREFORE BE IT RESOLVED that, for purposes of compliance with the Open Public Meetings Act, the South Harrison Township School District Board of Education hereby makes the following designations:

The South Jersey Times is hereby designated as the official newspaper to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that this newspaper is the most likely to inform the local public of such meetings.

The locations for posting of notice of meetings shall be the bulletin boards within the Elementary School, Township Clerks’ offices, the Harrisonville Post Office and the official District webpage.

BE IT FURTHER RESOLVED, that the following notice be published and posted pursuant to the provisions of Chapter 231 of P.L. 1975:

NOTICE OF SCHEDULED MEETINGS FOR THE CALENDAR YEAR 2014

PLEASE TAKE NOTICE that the Board of Education of the South Harrison Township School District in the County of Gloucester, State of New Jersey will meet to discuss or act upon public business at 7:30 p.m. on each date set forth below, in the School Media Center, 904 Mullica Hill Road, Harrisonville, New Jersey:

January 2014	No Meeting
February 2014	2/25/14
March 2014	3/25/14
April 2014	4/22/14
May 2014	5/27/14
June 2014	6/24/14
July 2014	No Meeting
August 2014	8/26/14
September 2014	9/23/14
October 2014	10/28/14
November 2014	11/25/14
December 2014	12/23/14
January 2015	1/6/15-Reorganization

H-18. ADOPTION OF CURRICULUM

Move that all current written curriculum, courses, and textbooks of the District, on file in the office of the Superintendent, be adopted for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-19. READOPTION OF POLICY MANUAL

Move that all current written policies, bylaws, and regulations in the official Policy Manual of the South Harrison Township School District Board of Education be readopted for the calendar year 2014 and through the reorganization meeting in January, 2015 unless modified in accordance with those applicable policies, bylaws, and regulations.

H-20. APPROVAL OF HANDBOOKS

Move that all present handbooks be continued in effect until modified upon the recommendation of the Superintendent of Schools for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-21. PARLIAMENTARY PROCEDURE

Move that the South Harrison Township School District Board of Education adopt parliamentary procedure as described by Robert's Rules of Order to govern the order of business of the Board of Education for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-22. DESIGNATION OF OFFICIAL WEBSITE

Move that the following be adopted as the official website of the district for the calendar year 2014 and through the reorganization meeting in January, 2015:

www.southharrison.k12.nj.us

H-23. AUTHORIZATION TO PAY CLAIMS BETWEEN MEETINGS

Move that authorization be granted to the School Business Administrator to pay claims between monthly meetings of the Board of Education not greater than \$500,000 to be ratified at its next regularly scheduled meeting in accordance with N.J.S.A. 18A:19-4.1 for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-24. DISTRICT TRAVEL LIMITATIONS

Move that the District establish travel regulations for staff members and board of education members in accordance with board policy 6471 and P.L. 2007 c. 53 for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-25. PETTY CASH FUNDS

Motion to authorize the establishment of the following petty cash accounts in accordance with board policy 6620 for the calendar year 2014 and through the reorganization meeting in January, 2015:

<u>OFFICE</u>	<u>AMOUNT</u>	<u>CUSTODIAN</u>
Superintendent/SBA	\$200.00	Janine Wechter

H-26. ADOPTION OF CHART OF ACCOUNTS

Move that the Uniform Minimum Chart of Accounts for New Jersey Public Schools be adopted for use for the calendar year 2014 and through the reorganization meeting in January, 2015.

H-27. ADOPTION OF SUBSTITUTE EMPLOYMENT RATES

Move that the following substitute employment rates be approved for the calendar year 2014 and through the reorganization meeting in January, 2015:

SUBSTITUTES:

<u>POSITION</u>	<u>TERM</u>	<u>CREDENTIALS</u>	<u>DAILY RATE</u>	<u>HOURLY RATE</u>
Professional Staff	Days 1-20	Substitute Teacher	\$70.00	
Professional Staff	Days 20+	Substitute Teacher	\$85.00	
School Nurse		Substitute Nurse	\$100.00	
Professional (Long Term)	Days 1-60	Teacher Certificate	\$100.00	
	Days 60+		Step 1 per diem	
Classroom Aide	1+	HS Diploma	\$60.00	
Playground Aide	1+	HS Diploma		\$8.25
Cafeteria/Classroom Aide	1+	HS Diploma		\$8.25
Clerical Aide	1+	HS Diploma		\$8.25
Lunch/Phone Aide	1+	HS Diploma		\$8.25

H-28 BOARD COMMITTEES

Move to authorize the following board of education committee and board members for the calendar year 2014 and through reorganization meeting in January 2015.

Finance: Toni Buckley, Debbie Cunningham, Michael Finnan, and Ken White

H-29 APPOINTMENT OF LABOR COUNSEL

Move that Brown & Connery, LLP, be appointed as Labor Counsel for the calendar year 2014 and through the reorganization meeting in January, 2015 or as soon thereafter as the Board acts on appointments.

Roll Call Vote	Yes (9)	No (0)	Abstain (0)
Motion Passed			

Correspondence – None

Minutes:

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

Mrs. Buckley wanted to change the December 17, 2013 minutes concerning the motion made by Mr. McShea to modify HIB #002. She wanted to add an explanation after the motion to explain what happened. Mrs. Cunningham explained that she would need to make a motion.

Motion by Mrs. Buckley to amend December 17, 2013 minutes under the current motion that yes the board agreed to modify the recommendation of the superintendent but maintained that the investigation was inconclusive. There was no second. Motion failed.

1. BE IT RESOLVED to approve the minutes from the Closed Session Special Meeting of November 19, 2013.

Roll Call Vote	Yes (7)	No (0)	Abstain (2) – Mrs. English
Motion Passed			Mr. Talbot

2. BE IT RESOLVED to approve the minutes from the Regular Meeting of December 17, 2013.

Roll Call Vote	Yes (5)	No (1)-Mrs. Buckley	Abstain (3) – Mrs. English
Motion Passed			Mr. Finnan Mr. Talbot

3. BE IT RESOLVED to approve the minutes from the Closed Session Meeting of December 17, 2013.

Recognition of Visitors for Agenda Questions-None

Superintendent's Recommendations:

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

Personnel Recommendations:

1. BE IT RESOLVED to approve to extend a maternity leave for Denise LaPalomanto until April 7, 2014.
2. BE IT RESOLVED to approve Holly Lovell to continue as the Kindergarten maternity leave position for Denise LaPalomanto January 28, 2014 through April 8, 2014.
3. BE IT RESOLVED to accept with regret the resignation of Patricia Minderlein, Paraprofessional as of January 8, 2014.
4. BE IT RESOLVED to approve Tina McDonnell as the paraprofessional replacement as of January 9, 2014 until June 30, 2014 at a salary of \$14,215.00 (pro-rated) with no benefits.
5. BE IT RESOLVED to increase the hourly rate for Rebecca Newton to \$8.25 per hour due to increase in minimum wage.

Dr. Lavender explained the increase in sub rates and the reason for the changes.

Mrs. English asked if we were concerned about switching architects due to issues with last building project. Mrs. Wechter explained that it wasn't a problem.

Mrs. Buckley asked if the staff was satisfied with our healthcare broker? Mrs. Wechter answered that we have heard of no complaints. A discussion took place about the Health Insurance Fund we are a part of.

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

Discussion Items – Information Only

Discussion Items – Follow Up-Dr. Lavender responded to HIB 002 that Mrs. Latch has accepted the modifications and her daughter will be participating in counseling.

Dr. Lavender has scheduled a meeting with Mrs. Freeman on her HIB case from last year.

Discussion Items – Ms. Huggins applauded Dr. Lavender's decision to have a 2 hour delayed opening on Tuesday, January 7.

Dr. Lavender gave an update on the status of the playground and the ROD grant funding.

Brief discussion on Lip Sync and the possibility of tech teacher to film the event; and art students from Kingsway coming to work on murals.

Visitor Comments-None

Closed Session-None

New Business- Approve members of the negotiation committee to participate in a bargaining table workshop on January 11, 2014.

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

Adjournment:

Motion by Mr. McShea and second by Mr. Finnan that the Board of Education adjourn at 8:250pm.
Motion Carried.

Respectfully submitted,
Linda M. DiStefano

Board Secretary