

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 7:35 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:  
**Michael Brennan, Janet Brown and James McShea**

**Roll Call:** Present: Michael Brennan, Janet Brown, Debbie Cunningham, Carole English, Janice Huggins, James McShea, Joseph Talbot  
Absent: Toni Buckley

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

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

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

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

Code of Ethics for School Board Members was discussed.

**Reorganization Appointments:**

Motion made by Mr. McShea and second by Mr. Talbot to approve the Reorganizational Items F1 through F-26

**F-1. APPOINTMENT OF BOARD OFFICIALS**

Move that the following Board Officials be appointed for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the board acts on appointments:

Board Secretary:	Linda DiStefano
Alternate Board Secretary:	Janine Wechter
Affirmative Action Officer:	New Principal to be appointed
AHERA Compliance Officer:	Janine Wechter
Indoor Air Quality Officer:	Bethany Bakley
Integrated Pest Management (IPM) Coordinator:	Larry Lore
Right to Know Contact Person:	Janine Wechter
504 Officer:	Shanna Hoffman
Public Agency Compliance Officer:	Janine Wechter
Purchasing Agent/Threshold:	Janine Wechter/\$36,000
Custodian of Public Records:	Janine Wechter
Custodian of Student Records:	New Principal to be appointed
Homeless Liaison:	Shanna Hoffman
DYFS Liason:	New Principal to be appointed
Attendance Office:	New Principal to be appointed
Title IX Coordinator:	New Principal to be appointed
Official for Investments and Wires:	Janine Wechter
H.I.B. Coordinator	Shanna Hoffman
H.I.B. Specialist	Katie Fransko

**F-2 through F-10-Appointment of Professionals-Fees schedules and contracts are on file in the office of the Business Administrator**

**F-2. APPOINTMENT OF INSURANCE AGENT**

Move to appoint The Barclay Group as the risk manager/insurance agent for the District, for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the board acts on appointments. (Note: estimated cost below quote threshold)

**F-3. APPOINTMENT OF DISTRICT AUDITOR**

Move to appoint Holman Frenia Allison P.C., as auditor for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the board acts on appointments.

**F-4. APPOINTMENT OF BOARD ATTORNEY**

Move that Schwartz Simon Edelstein & Celso LLC, be appointed as Board Attorney for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-5. APPOINTMENT OF ARCHITECT OF RECORD**

Move that Garrison Architects be appointed as Architect of Record for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-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 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-7. APPOINTMENT OF POLICY SERVICE PROVIDER**

Move that Strauss Esmay, be appointed to provide Board of Education Policy update services for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-8. APPOINTMENT OF SCHOOL PHYSICIAN**

Move that Dr. W.G. Harris, Jr., be appointed as School Physician for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-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 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-10 APPOINTMENT OF E-RATE CONSULTANT**

Move that E-Rate Exchange, LLC, be appointed as E-rate consultant for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-11. APPOINTMENT OF DELEGATE**

Move that Debbie Cunningham, be appointed as delegate to the New Jersey School Board Association for the calendar year 2015 and through the reorganization meeting in January, 2016 or as soon thereafter as the Board acts on appointments.

**F-12. 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.

**F-13. 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 2015 and through the reorganization meeting in January, 2016 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.

**F-14. 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

**F-15. 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.

**F-16. 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 2015

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 2015	1/27/15
February 2015	2/24/15
March 2015	3/17/15
April 2015	4/28/15
May 2015	5/26/15
June 2015	6/23/15
July 2015	No Meeting
August 2015	8/25/15
September 2015	9/22/15
October 2015	10/20/15
November 2015	11/24/15
December 2015	12/22/15
January 2016	1/5/16-Reorganization

**F-17. 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 2015 and through the reorganization meeting in January, 2016.

**F-18. READOPTED 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 2015 and through the reorganization meeting in January, 2016 unless modified in accordance with those applicable policies, bylaws, and regulations.

**F-19. 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 2015 and through the reorganization meeting in January, 2016.

**F-20. 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 2015 and through the reorganization meeting in January, 2016.

**F-21. DESIGNATION OF OFFICIAL WEBSITE**

Move that the following be adopted as the official website of the district for the calendar year 2015 and through the reorganization meeting in January, 2016:

[www.southharrison.k12.nj.us](http://www.southharrison.k12.nj.us)

**F-22. 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 2015 and through the reorganization meeting in January, 2016.

**F-23. 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 2015 and through the reorganization meeting in January, 2016.

**F-24. PETTY CASH FUNDS**

Motion to authorize the establishment of the following petty cash accounts in accordance with board policy 6620 for the calendar year 2015 and through the reorganization meeting in January, 2016:

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

**F-25. 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 2015 and through the reorganization meeting in January, 2016.

**F-26. ADOPTION OF SUBSTITUTE EMPLOYMENT RATES**

Move that the following substitute employment rates be approved for the calendar year 2015 and through the reorganization meeting in January, 2016:

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		\$8.38
Cafeteria/Classroom Aide	1+	HS Diploma		\$8.38
Clerical Aide	1+	HS Diploma		\$8.38
Lunch/Phone Aide	1+	HS Diploma		\$8.38

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

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

**General Administration**

Discussion Items

- BOE vacancy-status

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
Stokes	Zumbathon	1/16/15		6:00-9:00PM

**Financial**

K-1 Motion by Mrs. English and second by Mr. McShea to approve Mr. Talbot as Finance Chairperson.

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

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

- Lindsay Williams, 115 Revere Drive – Mrs. Williams asked if the long-term sub position for special education is continuing through the school year. Dr. Lavender explained that it will continue until the position is filled and we are having trouble filling it.
- Heidi Banfer, 2 Hollybrook Road – Mrs. Banfer asked why it is difficult to fill this position. Dr. Lavender explained it is due to the certification needed and highly qualified status. She also asked how much time the shared Child Study Team Director would spend at South Harrison. Dr. Lavender explained how the shared service will work

**Old Business - None**

**New Business - None**

**Adjournment**

Motion by Mr. McShea and second by Mrs. English to adjourn the meeting at 7:55pm.

Motion Carried

Respectfully submitted,  
Linda M DiStefano  
Board Secretary