

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

Regular Meeting
January 25, 2016
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 p.m. by Jason Schimpf.

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

Mr. Schimpf, Business Administrator/Board Secretary provided the oath of office to the following newly elected Board of Education members pursuant to N.J.S.A. 18A:12-2.1:

<u>Board Member</u>	<u>Term Expiration</u>
Laura Bruno	2018

Members Present

Michael Brennan, Laura Bruno, Janet Brown, Toni Buckley, Deborah Cunningham, Janice Huggins, James McShea, Ron Reilly (arrived 7:05), Joseph Talbot, Mr. Jason Schimpf, School Business Administrator/Board Secretary, Mrs. Patricia Calandro, Chief Academic Officer and Dr. James Lavender, Superintendent.

Members Absent

E. Student Recognition
None

F. Presentations

- F-1. Dr. Lavender, Teacher of the Year – Amanda Grabas
- F-2. Mrs. Calandro and Robert Rosenheim, Curriculum/Testing Update and School Performance Data
- F-3. Mike Holt, CAFR Review

G. Public Participation
None

H. Executive Session

I. Approval of Minutes

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

<u>Date</u>	<u>Type of Meeting</u>
I-1 November 16, 2015	Regular Meeting

Motion carried unanimously

- J. Correspondence
None

Motion by McShea, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as amended K-1 – K-3, L-1 – L-9, M-1, and N-1 – N-13.

- K. Personnel

K-1 Appointments, Separation, Leaves of Absence & Substitutes

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

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Christina Brown	PT World Cultures Teacher	South Harrison		Resignation	02/12/2016
Christina Brown	World Cultures Curriculum Writer	South Harrison		Resignation	02/12/2016
Carolyn Olsen *Ratify & Affirm	5 th /6 th Grade Social Studies Teacher	South Harrison		Medical Leave	12/14/2015 to 12/23/2015 (Using 8 sick days, 0 personal days, 8 FMLA/ NJFLA days)
Linda Davis	Music Teacher	South Harrison		Medical Leave	02/08/2016 to 03/09/2016 (Using 21 sick days, 0 personal, 0 FMLA/NJFLA days)

K-2 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:
None

K-3 Professional Development Workshop Off-Hour Attendance

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

Name	Title of Program	Salary	Date
Lisa Henjes	Odyssey of the Mind Training	4 hr. @ \$30/hr.	11/14/2015
Christina Brown	Odyssey of the Mind Training	4 hr. @ \$30/hr.	11/14/2015

- L. General Administration

L-1 Discussion Items

- 2016 – 2017 School Calendar
- Board Leadership

L-3 Emergency Drills/Calls**A. Drills**

School / Date	Time	Drill Description
Friday, November 13	Begin time: 2:05 PM End time: 2:08 PM	Fire Drill
Wednesday, November 25	Begin time: 2:47 PM End time: 3:00 PM	Code Blue Drill
Friday, December 11	Begin time: 2:47 PM End time: 2:52 PM	Fire Drill
Tuesday, December 22	Begin time: 3:10 PM End time: 3:14 PM	Precautionary Lockdown

L-4 Student Discipline, Violence/Vandalism, HIB as of December 31, 2015:

Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	0	0
Suspensions	0	0
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0

L-5 Educational Field Trips/Assemblies:

School	Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Comments
SH	Kindergarten Classes	Harrisonville Post Office	2/10/16 and 2/11/16	49	4	\$0.00	Students will observe how the mail is processed

L-6 Programs/Other:

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following Out of District placements, as recommended by the Superintendent of Schools:

Student/ID #	Where	Prorated Tuition	Effective Date
#23145	The Pilot School, DE	\$16,080.00	1/6/2016

L-7 Policy:
None**L-8 2016-2017 School Calendar**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the 2016 – 2017 school calendar, as recommended by the Superintendent of Schools.

L-9 Fundraiser(s)

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following fundraiser, as recommended by the Superintendent of Schools:

Program/Group	Purpose	Product/Service	Dates
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Program/Group	Purpose	Product/Service	Dates
Home and School Organization	Support School Expenditures	Lip Sync Event	1/23/2016 rain date 1/30/2016
STOKES	6 grade activity to purchase DJ, Decorations, Socks, Pictures, Water Bottles	Daddy/Daughter Dance	2/5/2016

M. Curriculum & Instruction**M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences**

BE IT 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
Translating MS Physical Science Model Science Curriculum	Stockton University, Hammonton, NJ	1/14/2016	Jessica Lourie	To continue to develop an understanding of the NGSS for implementation into the classroom	\$14.35
Helping Your Students Master the NGSS (6-12)	Mansion of Main Street, Voorhees, NJ	2/9/2016	Jessica Lourie	To continue to explore educational methods for implementation of NGSS into the classroom	\$244.18

N. Finance**N-1 Line Item Transfers**

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2014-2015 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-251-600-70-050	11-000-251-890-70-050	\$1,000	Business Office Supplies
11-000-240-600-05-049	11-000-240-800-50-049	\$500	Main Office Supplies
11-000-261-610-05-052	11-000-261-420-05-052	\$5,000	Maintenance Supplies
11-000-219-390-05-044	11-000-219-320-05-044	\$750	Cost of Social Worker

N-2 Financial Reports

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following:

- A. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2015 and November 2015. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of October 2015 and November 2015.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2015 and November 2015. 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.

N-3**Bill Lists**

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

10/30/2015	\$7,730.80	Bill List
11/30/2015	\$16,345.93	Bill List
11/30/2015	\$7,934.62	Payroll Agency
11/30/2015	\$108,796.75	Payroll
12/07/2015	\$350.00	Bill List
12/15/2015	\$7,761.95	Payroll Agency
12/15/2015	\$106,683.24	Payroll
12/21/2015	\$292,508.97	Bill List
12/23/2015	\$7,950.17	Payroll Agency
12/23/2015	\$109,143.80	Payroll
01/15/2016	\$106,983.79	Payroll
01/20/2016	\$199,328.02	Bill List

N-4**Prior Years Voided Checks**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the list of stale dated checks to be voided as follows:

Check Number	Payee	Amount	Date
18112	No name	\$20.00	10/29/2013
18200	Inzinna, David	\$55.37	12/14/2013
18248	First Energy	\$230.44	1/21/2014
18629	Haynes Legg, Julie	\$180.00	8/31/2014

N-5**FURever As Friends, Inc. Agreement**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the agreement with FURever As Friends, Inc. for the FURever as Friends S.M.I.L.E Program beginning January 2016 and ending June 30, 2016 at a cost of \$120.00.

N-6**Professional Appointment**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve Dr. Emily Perlis, PsyD to provide neurological evaluations at an anticipated cost of \$1,000.

N-7**School Physician**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the agreement with Inspira Medical Group PC for Dr. William Barker to be the school physician per fee schedule on file in the business office..

N-8**Gloucester County CRESS Agreement**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the CRESS agreement with Gloucester County Special Services School District for the following services and costs:

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Type of Service	Total Amount
Auxiliary Speech-Lang	\$92,520.00
Physical Therapy	\$23,904.00
Auxiliary Social Work	\$16,450.00
Educational Consultation Services (Behavior)	\$11,988.00

N-9 Interlocal Agreement with Pittsgrove School District

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an Interlocal Service Agreement for GCA Custodial Services with Pittsgrove Township Public School District beginning January 1, 2016 through June 30, 2016 at a cost of \$78,067.99.

N-10 Cooling Tower Change Orders

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following change orders from Falasca Mechanical for the Cooling Tower Project:

Change Order Number	Description	Cost
#1	Supply labor to remove and replace the isolation control valves CV-1 and CV-2	\$3,596.25

Change Order Number	Description	Cost
#2	<u>New Work</u>	
	EVAPCO Water Treatment System	\$20,255.00
	HVAC Labor – 2 men/3 days @ \$98.00/hr.	\$ 4,704.00
	HVAC Material	\$ 500.00
	Electrical Labor/Material	\$ 601.00
	Subtotal	\$26,060.00
	10% Overhead	\$ 2,606.00
		\$28,666.00
	5% Profit	\$ 1,433.30
	Total	\$30,099.30
	<u>Credit</u>	
	General Construction Labor/Material	
	Electrical Labor/Material	(\$15,149.00)
	HVAC Labor 1 man/2 days @\$98/hr.	(\$ 8,630.00)
	Material	(\$ 1,568.00)
	Water Treatment	(\$ 500.00)
	Subtotal	(\$ 2,400.00)
	10% Overhead	(\$28,247.00)
	Total Credit	(2,824.70)
		(\$31,071.70)
	Change Order Request #2 Net Change	(\$ 972.40)

N-11. Professional Appointment

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve Barclay Group as Insurance Broker for the period beginning January 1, 2016 through June 30, 2016.

N-12 Annual Audit: Acceptance of Fiscal Year 2015 Comprehensive Annual Financial Report ("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, 2015 and related documents for submission to the Executive County Superintendent of Schools.

N-13 Acceptance/Approval of Audit Synopsis and Corrective Action Plan for Audit Findings

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, 2015;

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, 2015

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
Cunningham		
Brennan		
Bruno		
Brown		
Buckley		
Huggins		
McShea		
Reilly		
Talbot		

O. Policy

O-1. Amendment to Policy #8600
Motion by Buckley, Second by McShea

BE IT RESOLVED, that the South Harrison Township Board of Education amend policy #8600 to include language which mandates bus stops located on roads where the speed limit exceeds 25 mph receive same side pickup and drop off.

Motion denied by the following vote:

YES	NO	ABSTAIN
	Cunningham	
	Brennan	
		Bruno
		Brown
Buckley		
	Huggins	
	McShea	
	Reilly	
	Talbot	

- P. Board of Education Goal Setting
The Board of Education will establish, plan to develop mid-year Board Goals February 19, 2016 at 6:00 p.m.
- Q. Old Business
- R. New Business
- R. Adjournment of Meeting

Motion by McShea, second by Reilly, that the Board of Education adjourn the meeting at 10:06 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary