

The regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:15 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, Janet Brown, Carole English, Janice Huggins, Ron Reilly, Joseph Talbot, and Debbie Cunningham (arrived 7:25 p.m.)

Absent: Toni Buckley and Jim McShea

Others present: Dr. Lavender, Mrs. Wechter, Ms. Calandro

Student Recognition- None

Presentations – None

Public Participation: Recognition of visitors for agenda questions - None

I. Minutes

Motion by Mr. Talbot and second by Mr. Reilly to approve the following minutes:

<u>Date</u>	<u>Type of Meeting</u>
May 26, 2015	Regular
May 26, 2015	Closed

Roll Call Vote: Yes (6) No (0) Abstain (0)

Motion Passed

J.

J-1. **Correspondence – None**

K. Personnel

(Dr. Lavender)

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

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

South Harrison Township Board of Education

Regular Meeting Minutes
June 23, 2015

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Kathryn McCall	Substitute Teacher	S. Harrison	\$70/diem, \$85 after 20 days		
Linda DiStefano	Substitute Secretary	S. Harrison	\$8.38/hr.		1/1/2017 thru 6/30/17
Krista Travaglini	Reading Specialist	S. Harrison	MA/12 \$66,667.00	New Position	09/01/15 to 06/30/16
Maureen Geist	One-on-One Aide	S. Harrison	2.5 hrs. x 20 days x \$14.30 = \$715	ESY 1:1 for handicapped student Chase Bell PSD attending ESY	5/26/15 to 6/30/15
Amanda Grabas	Reading Program Instructor	S. Harrison	15 hrs. x \$30 = \$450	ESY services for student Gabriella Shulman – ESY reading	3 hrs. per week for 5 weeks
Kathy Weiland	Substitute para/ substitute teacher for ESY	S. Harrison	\$60/diem – Para \$70/diem – Teacher	ESY program - Substitute	
Tina McIntyre	Substitute aide for ESY	S. Harrison	\$60/diem	ESY program - Substitute	
Angela Orvis	Spanish Teacher	S. Harrison		Resignation	6/30/15
Katie Fransko	School Psychologist	S. Harrison		Resignation	6/30/15

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/ Assigned Staff	Department (Location)	Compens./ Correction / College	Reason	Effective Date
Krista Travaglini	Reading Specialist	K-6	40 hours at \$30/hour	K-6 Writing Scope and Sequence	7/1/2015
Amanda Grabas	SPED & Grades 3-6	SPED	\$1333.00 + \$666.50	Curriculum Lead SY 2015-2016	9/1/2015 – 6/30/2016
Gail Bram	Special Area & K-2	K-2	\$1333.00 + \$666.50	Curriculum Lead SY 2015-2016	9/1/2015 – 6/30/2016
Michele LaMalfa	Teacher	Health K-6	40 hours at \$30/hour	Curriculum Program Writer	7/1/2015
Lisa Henjes	Teacher	S. Harrison	40 hours at \$30/hour	RTI Planning	7/1/2015
Sarah Sobeck	Teacher	S. Harrison	40 hours at \$30/hour	RTI Planning	7/1/2015
Sue Kenderdine	Teacher	S. Harrison	20 hours at \$30/hour	RTI Planning	7/1/2015
Carolyn Olsen	Teacher	S. Harrison	5 hours at \$30/hour	RTI Enrichment Planning	7/1/2015

Name	Position/ Assigned Staff	Department (Location)	Compens./ Correction / College	Reason	Effective Date
Beverly Donofrio	Teacher	S. Harrison	5 hours at \$30/hour	RTI Enrichment Planning	7/1/2015
Kathryn Tranz	Teacher	S. Harrison	5 hours at \$30/hour	RTI Enrichment Planning	7/1/2015
Linda Caltabiano	Teacher	S. Harrison	5 hours at \$30/hour	RTI Enrichment Planning	7/1/2015

L. General Administration**(Dr. Lavender)**L-1 Discussion Items

- Jason Schimpf, Business Administrator was introduced by Dr. Lavender.
- Paraprofessional plan was presented.
- Future board meetings will be moved to Mondays.

L-2 Enrollment Report as of May 29, 2015:

A. Enrollment Summary

Grade Level	Current Totals	Prior Month Totals	June 30, 2014
PK3	9	8	6
PK4	9	9	12
K	44	44	46
1	48	48	50
2	49	49	53
3	57	57	62
4	62	62	52
5	53	53	52
6	56	56	45
Resident Students	362	361	351
Choice Students	25	25	27
District Total	387	386	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 Avg. %
Pre-K 3	99.00	96.00	95.00	99.0	98.0	95.0	91.0	97.0	98.0		96.4
Pre-K 4	63.00	65.00	68.00	97.0	96.0	97.0	94.0	94.0	89.0		84.8

South Harrison Township Board of Education

**Regular Meeting Minutes
June 23, 2015**

K	92.00	90.00	87.00	93.0	97.0	94.0	91.0	95.0	96.0		92.8
Average Pre-K & K	84.67	83.67	83.33	96.3	97.0	95.3	92.0	95.3	94.3		91.3
1	95.00	96.00	95.00	96.0	96.0	95.0	93.0	94.0	97.0		95.2
2	95.00	94.00	93.00	97.0	97.0	94.0	96.0	93.0	96.0		95.0
3	98.00	97.00	96.00	95.0	96.0	93.0	94.0	93.0	97.0		95.4
4	97.00	96.00	96.00	96.0	96.0	94.0	95.0	91.0	98.0		95.4
5	94.00	94.00	93.00	96.0	96.0	95.0	95.0	92.0	96.0		94.6
6	94.00	93.00	94.00	96.0	95.0	95.0	94.0	93.0	95.0		94.3
Average 1 – 6	95.50	95.00	94.50	96.0	96.0	94.3	94.5	92.7	96.5		95.0
Overall District Average	90.1	89.3	88.9	96.2	96.5	94.8	93.3	94.0	95.4		93.2

L-3 Emergency Drills/Calls

A. Drills

School / Date	Time	Drill Description
South Harrison May 1, 2015	Begin time: 3:10 End time: 3:15	Precautionary Drill
South Harrison May 19, 2015	Begin time: 11:23 End time: 11:26	Fire Drill
South Harrison May 28, 2015	Begin time: 1:15 End time: 1:23	Lockdown

L-4 Student Discipline, Violence/Vandalism, HIB as of May 29, 2015:

A. Student Discipline, Violence/Vandalism, HIB

Infraction Reports	No. of Incidents this Month	2014-15 Total-To-Date
Detentions	1	9
Suspensions	0	2
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	1

B. Completed Investigation Reports as of June 30, 2015 (Attachment L-4.1)

Resolved that the South Harrison Township Board of Education accept the Harassment, Intimidation & Bullying report as submitted by the Superintendent of Schools for the month ending June 30, 2015:

Case Number	Date of Initial Report	Date of Report to Superintendent	Result of Investigation
3	6/4/2015	6/11/2015	Not a violation

L-5 Educational Field Trips/Assemblies:

School	Group	Event/Destination	Date(s)	# of Students	# of Teachers/Chaperones	Cost to the BOE	Comments
South Harrison	5 th Grade	National Constitution Center, Phila., PA	6/5/15	53	13	Transportation Only	
South Harrison	First Grade	Adventure Aquarium, Camden, NJ	6/11/15	48	16	Transportation Only	

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
None				

L-7 Programs/Other:

- A. BE IT RESOLVED to approve Resolution 4 – 2014-2015 to renew membership in the Southern New Jersey Regional Employee Benefits Fund from July 1, 2015 – June 30, 2018. (Attachment L-7.1)
- B. BE IT RESOLVED to approve to reimburse Kingsway Regional School District for payment to Vicki Pendleton to assist with the final 2014-2015 payroll at \$25.00 per hour.
- C. BE IT RESOLVED to approve a summer transportation jointure with Harrison Township for our preschool disabled extended school year program from July 6, 2015 through August 6, 2015, at a cost of \$6,590.
- D. BE IT RESOLVED to approve at tuition contract with Gloucester County Special Services School District for Student #27142 from 5/26/15 through 6/30/15, at a tuition cost of \$3,510.
- E. BE IT RESOLVED to approve a tuition contract with Mantua Township for the extended school year program for the period of July 6, 2015 through August 6, 2015 at a cost of \$4,000 for student #22146 and \$4,000 for student #9088.
- F. BE IT RESOLVED to approve student transportation contract renewals for the 2015-2016 school year with BR Williams in the amount of \$147,950.90.
SH1 \$29,590.18 SH2 \$29,590.18 SH3 \$29,590.18
SH4 \$29,590.18 SH5 \$29,590.18
- G. BE IT RESOLVED to approve student transportation contract renewal for the 2015-2016 school year with BR Williams for field trips.
SH6 \$2,178.80

- H. BE IT RESOLVED to approve student transportation renewals for the 2015-2016 school year with Holcomb Bus Service in the amount of \$36,339.24
SH7 \$18,357.83 SH8 \$17,981.41
- I. BE IT RESOLVED to accept the proposal and award a contract for substitute teacher/substitute support staff placement services and aide staffing services to **Source 4 Teachers** for the 2015-2016 school year with the right to extend the contract for a period of up to two additional 12 months periods, in accordance with the fees presented within the proposal.

J. Resolution to Appoint New Delegate (For Joint Insurance Fund-Change in BA)

WHEREAS, the **South Harrison Township School District**, hereinafter referred to as “Board”, is a member of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund, hereinafter referred to as “Fund”; and

WHEREAS, both the statutes regulating membership in the Fund and the Fund’s Bylaws require the Board to appoint a Fund Delegate to act as the Board’s representative to the Fund; and

WHEREAS, the Board originally appointed Janine Wechter to the position of Delegate to the Fund; and

WHEREAS, Jason Schimpf has replaced Janine Wechter in the position of Business Administrator and Board Secretary to the Board;

NOW THEREFORE BE IT RESOLVED, that the Board appoints **Jason Schimpf** as its Delegate to the Fund and empowers said Delegate to exercise the voting rights provided in the Fund’s Bylaws to Delegates in a manner which best protects the Board and Fund, to implement and strengthen the Board’s safety and risk management efforts, to participate fully and with efficiency in the Fund, to comply with all conditions of membership as defined in the Fund Bylaws and Risk Management Program, and to execute all agreements in compliance with membership by the Board in the Fund.

L-8 Policy: None

M. Curriculum & Instruction

(Mrs. Calandro)

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
ISTE 2015	Phila., PA	6/28/15 – 7/1/15	Gail Bram	Strategic Planning	\$464.00 plus travel
Just Words introductory Workshop	Mt. Laurel, NJ	7/16/15 – 7/17/15	Amanda Grabas	Goal 3 of District Plan (Literacy)	\$359.00 plus travel

M-2 Be it Resolved, that the South Harrison Twp School District Board of Education approve the following:

Evaluation Waiver Application (Attachment M-1.1)
South Harrison Regional School District Professional Development Plan 2015-2016 (Attachment M-1.2)
South Harrison Teacher Induction Mentoring Program Guide (Attachment M-1.3)
District Mentoring Plan Statement of Assurance (Attachment M-1.4)

N. Financial

(Mrs. Wechter)

N-1 BE IT RESOLVED to approve budget transfers from April 1, 2015 through April 30, 2015. (Attachment N-1.1)

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 April 2015. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of April 2015. (Attachment N-2.1)
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 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. (Attachment N-2.2)
- 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 BE IT RESOLVED to approve the following bill lists:

P057	Payroll Agency	\$ 8,958.89	(Attachment N-3.1)
P058	Payroll Agency	116,596.57	(Attachment N-3.2)
P059	Payroll Agency	118,734.67	(Attachment N-3.3)
P060	Warrant Account	183,192.06	(Attachment N-3.4)

N-4 BE IT RESOLVED to approve the attached report – 2015-16 Anticipated Contracts To Be Renewed, Awarded, Or To Expire During The School Year, pursuant to PL 2015, Chapter 47. (Attachment N-3.5)

N-5 BE IT RESOLVED to approve the following authorized signers on all District bank accounts

<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 Jason Schimpf James Lavender
Payroll Account 2 signatures required	Susquehanna Bank	Business Administrator Superintendent	Jason Schimpf James Lavender
Payroll Agency Account 2 signatures required	Susquehanna Bank	Business Administrator Superintendent	Jason Schimpf James Lavender
Student Activity Account 2 signatures required	Susquehanna Bank	Board President Superintendent Business Administrator	Debbie Cunningham James Lavender Jason Schimpf
Capital Projects Account 2 signatures required	Susquehanna Bank	Board President Business Administrator Superintendent	Debbie Cunningham Jason Schimpf James Lavender

N-6 Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA **6A:23A-14.4 et seq** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the South Harrison Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the South Harrison Township Board of Education has determined that **up to** \$100,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the South Harrison Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

N-7 BE IT RESOLVED to accept NCLB funds for the 2015-2016 school year and to approve to submit the NCLB grant application. Allocations are: Title I-\$22,334, Title II-\$6,248.

N-8 BE IT RESOLVED to accept IDEA funds for the 2015-2016 school year and to approve to submit the IDEA grant application. Allocations are: Basic-\$68,089, Preschool-\$2,732.

Motion by Mr. Brennan and second by Ms. Huggins that the Board of Education approve the Superintendent's Recommendations as amended K-1 through N-8.

Public Participation –

Mrs. Donofrio provided some feedback on attendance and asked about our choice numbers. She also asked if staff would have access to the policies. Dr. Lavender responded.

Closed Session –

Motion by Ms. Huggins and second by Mr. Talbot that the Board of Education, by Resolution, adjourn into Closed Session at 8:50 p.m., from which the general public is excluded, for the purpose of a personnel issue.

The results of this session will be made public immediately after or as soon thereafter as a decision is reached, if permitted by law.

Motion Carried.

Open Session –

Motion by Ms. Huggins and second by Mrs. English that the Board of Education resume open session at 11:15 p.m.

Roll Call Vote: Yes (7) No (0) Abstain (0)

Motion Carried.

Old Business – None

New Business – None

Adjournment

Motion by Ms. Huggins and second by Mr. Talbot to adjourn the meeting at 11:17 pm.

Motion Carried

Respectfully submitted,

Linda M DiStefano
Board Secretary