

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

Regular Meeting  
June 27, 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

Michael Brennan, Laura Bruno, Janet Brown, Toni Buckley, Deborah Cunningham, Janice Huggins, James McShea, 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

None

E. Student Recognition

E.1. May's Spotlight Students

1<sup>st</sup> grade Audrey Curtis  
2<sup>nd</sup> grade Stella Vincent  
3<sup>rd</sup> grade Alec Tropea  
4<sup>th</sup> grade Kaitlyn McMullen  
5<sup>th</sup> grade Kevin Steckler  
6<sup>th</sup> grade Maya Brown

F. Presentations

None

G. Public Participation

None

H. Executive Session

Motion by McShea, second by Huggins, that the Board of Education approve the following:

BE IT RESOLVED that the South Harrison Township Elementary School District Board of Education desires to hold a closed Executive Conference Session at 8:20 p.m. prevailing time, for approximately 30 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)* (Agenda to extent known)</u>
	Personnel

*\*Pursuant to the list of exceptions set forth in the Open Public Meetings Act 10:4-12*

The president reconvened the meeting at 9:10 p.m.

**BOARD OF EDUCATION MINUTES – 2****June 27, 2016**

Motion carried unanimously

**I. Approval of Minutes**

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

<u>I-1</u>	<u>Date</u>	<u>Type of Meeting</u>
	May 23, 2016	Regular Meeting

Motion carried with McShea Abstaining

**J. Correspondence**

None

Motion by Buckley, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K-1 – K2, K-4, K6, L-1 – L-5, M-1 – M-2, N-1 – N-11.

**K. Personnel****K-1 Appointments, Separation, Leaves of Absence & Substitutes**

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Jessica Cardella	K-8 World Language Teacher	South Harrison	Step 5/MA \$54,756	Vacancy	09/01/2016
Jennifer Smith	Language Arts/Literacy Teacher	South Harrison	Step 9/MA \$60,506	Vacancy	09/01/2016

**K-1.1 Summer Workers**

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

Name	Position	School/ Location	Compensation	Hours	Reason	Effective Date
Amy Corson	LDTTC	South Harrison	\$30/hr.	Not to exceed 10 hours	CST Work	6/27/16
Courtney Casey	School Psychologist	South Harrison	\$30/hr.	Not to exceed 10 hours	CST Work	6/27/16
Amanda Grabas	Pre-School Special Ed. Teacher	South Harrison	\$30/hr.	60	ESY	7/11/16-8/11/16
Jessica Massing	Paraprofessional	South Harrison	\$16.28/hr	50	ESY	7/11/16-8/11/16
	Science Teacher	South Harrison	\$30/hr.	20	Science Grades 5 & 6 Scope & Sequence	6/27/16
Nicole Bintliff	Special Ed. Teacher	South Harrison/ Student's Home	\$30/hr.	20	ESY	7/1/16-7/31/16
Krista Travaglini	Reading Specialist	South Harrison	\$30/hr.	20	RTI Summer Work	6/27/16

**BOARD OF EDUCATION MINUTES – 3****June 27, 2016**

Name	Position	School/ Location	Compensation	Hours	Reason	Effective Date
			\$30/hr.	40	World Language Grade K-6 Scope & Sequence	6/27/16
			\$30/hr.	40	Assessment Writing ELA Grades K-6	6/27/16
Lisa Henjes	RTI Coordinator/ Computer Teacher	South Harrison	\$30/hr.	20	RTI Summer Work	6/27/16
Sue Kenderdine	1 <sup>st</sup> Grade Teacher	South Harrison	\$30/hr.	20	RTI Summer Work	6/27/16
Amy Corson	LDTC	South Harrison	\$30/hr.	15	RTI Summer Work	6/27/16
Beth Bakley	School Nurse	South Harrison	\$30/hr.	10	Nurse Summer Hours	6/27/16
Gail Bram	Media Specialist	South Harrison	\$30/hr.	50	Computer Summer Hours	6/27/16
Michele LaMalfa	6 <sup>th</sup> Grade Teacher	South Harrison	\$30/hr.	50	Assessment Writing Math Grades 2-6	6/27/16

**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:

Name	Position/ Assigned Staff	Department (Location)	Compens./ Correction / College	Reason	Effective Date
Megan Kenderdine	Washington Township High School Student	South Harrison		Volunteer experience at South Harrison	7/11/16 – 8/11/16

**K-4 Job Description**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education adopt the following Fundraiser Coordinator job description.

Motion by Huggins, second by Bruno

**K-5 Superintendent Evaluation**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education adopt the evaluation of the Superintendent of Schools for the 2015-16 school year.

Motion carried by the following roll call vote with commendation to Janet Brown for compiling.

YES

NO

ABSTAIN

Cunningham

Brennan  
Brown  
Bruno  
Buckley  
Huggins  
McShea  
Reilly  
Talbot

**K-6 Certification of Superintendent Merit Goal Achievement**

RESOLVED, the South Harrison Twp. Elementary School District Board of Education hereby certifies that the Superintendent of Schools, Dr. James J. Lavender, has satisfied the requirements of his previously approved qualitative and quantitative merit goals and attests to each goals completion as follows:

Goal No.	Merit Goal	Percentage	Dollar Value
Qualitative Goal 2:	By June 30, 2016, implement a new shared-school business office, which incorporates clearly defined processes and results in a cost-savings to the District in the amount of \$10,000 or more	2.50%	\$4,187.50
Quantitative Goal 5:	By June 30, 2016, the number of students in the 2016 Cohort will meet or exceed their grade-level RIT score pursuant to the following tiers: a. 8.00% of students in the 2016 cohort will meet or exceed their grade-level RIT (25% of the Goal's Dollar Value) b. 10.00% of students in the 2016 Cohort will meet or exceed their grade-level RIT (50% of the Goal's Dollar Amount) c. 12.00% of students in the 2016 Cohort will meet or exceed their grade-level RIT (75% of Goal's Dollar Value) d. 16.00% of students in the 2016 Cohort will meet or exceed their grade-level RIT (100% of the Goal's Dollar Value)	3.33%	\$5,577.75

BE IT FURTHER RESOLVED, that the South Harrison Township Elementary School District Board of Education authorizes the submission of this certification, along with supporting documentation validating the successful achievement of these merit goals, to the Executive Regional County Superintendent of Schools for final approval;

NOW THEREFORE BE IT FURTHER RESOLVED, that the South Harrison Twp. Elementary School District Board of Education authorizes payment to Dr. James J. Lavender for the achievement of the qualitative and quantitative merit goals per the mutually agreed upon percentages and dollar values as indicated with the employment contract and pursuant to pre-approval once final authorization is received from the Executive Regional County Superintendent of Schools.

**BOARD OF EDUCATION MINUTES – 5****June 27, 2016****L. General Administration****L-1 Discussion Items**

- Commencement
- Superintendent & Board Evaluation
- Year-End Close
- Summer Administrative Retreat
- Summer Workweek
- Adaptation Regarding Accountability, Laura Bruno
- July Board Meeting
- Faculty & Staff Survey

**L-2 Enrollment Report as of May 31, 2016:****A. Enrollment Report**

Grade Level	Current Totals	Prior Month Totals	June 30, 2015
PK3	10	10	9
PK4	14	14	9
K	49	49	44
1	44	44	48
2	50	50	49
3	52	52	57
4	56	56	62
5	61	61	53
6	54	54	56
Resident Students	363	363	362
Choice Students	27	27	25
District Total	390	390	387

**B. Attendance Summary**

2015 - 2016 Monthly Average % of Students in Attendance												
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
Pre-K 3	94.7	93.2	87.2	97.4	89.2	94.1	94.9	94.2	91.0		92.9	96.5
Pre-K 4	96.7	97.2	95.4	98.3	97.0	96.1	96.0	97.9	92.9		96.4	94.8
K	98.7	98.0	97.3	99.0	96.0	93.7	95.0	97.5	96.0		96.8	95.2
Average Pre-K & K	96.7	96.1	93.3	98.2	94.3	94.6	95.5	96.5	93.3		95.4	95.5
1	98.6	98.5	97.5	98.8	95.1	96.1	96.4	97.5	96.4		97.2	96.0
2	97.3	97.8	95.6	98.3	95.9	95.6	96.2	97.1	94.9		96.5	96.5
3	97.6	97.3	96.9	98.7	95.8	95.0	92.8	96.8	96.9		96.4	95.6
4	98.0	97.8	95.5	98.5	95.4	95.2	94.1	96.8	96.3		96.4	95.7

**BOARD OF EDUCATION MINUTES – 6****June 27, 2016**

2015 - 2016 Monthly Average % of Students in Attendance												
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2015-2016 Current YTD Average %	2014-2015 Overall Average %
5	97.9	98.4	96.5	98.7	96.6	95.3	95.3	96.8	98.4		97.1	95.7
6	98.1	98.3	96.9	98.9	97.0	95.7	95.1	96.6	97.3		97.1	96.6
Average 1 - 6	97.9	98.0	96.5	98.7	96.0	95.5	95.0	96.9	96.7		96.8	96.0
Overall District Average	97.9	97.9	96.4	98.7	95.1	95.2	95.0	97.0	96.4		96.6	95.9

**L-3 Emergency Drills/Calls**

School / Date	Time	Drill Description
South Harrison 5/11/2016	Begin time: 8:30 AM End time: 8:37 AM	Bus Evacuation – Mrs. White & Mrs. Mesmer
South Harrison 5/24/2016	Begin time: 11:22 AM End time: 11:25 AM	Fire Drill
South Harrison 5/27/2016	Begin time: 2:30 PM End time: 2:50 PM	Precautionary Lockdown (staff)

**L-4 Student Discipline, Violence/Vandalism, HIB as of May 31, 2016:**

Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	1	3
Suspensions	1	7
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	6 <sup>th</sup> Grade	Regional Track and Field Day	05/19/17 Rain date 05/22/17	62	5	\$0.00	Cost to Student: \$0.00  Bus Cost: \$311.80

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

Resolved that the following staff attendance at trainings, seminars, conventions, and conferences be approved:

**BOARD OF EDUCATION MINUTES – 7****June 27, 2016**

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Classroom Management – The Key to Every Successful Classroom	Union, NJ	8/18/2016	Corinne Mesmer	To continue to improve new teacher orientation and mentoring programs	\$164.10

**M-2 Other**

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

South Harrison Teacher Induction Mentoring Program Guide
South Harrison Regional School District Professional Development Plan 2016-2017
District Mentoring Plan Statement of Assurance

**N. Finance**

**N-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
11-000-261-420-050-052	11-000-261-610-05-052	\$190	CCR Water Quality Reports
11-000-263-420-05-054	11-000-263-610-05-054	\$1,000	Landscaping Services
11-000-263-420-05-054	11-000-262-420-05-053	\$1,000	
11-000-219-105-05-010	11-000-211-300-05-049	\$6,000	Source4Teachers Sub Salaries,
11-190-100-500-05-021	11-000-262-610-05-053	\$15,000	Mission One Para Salaries and
11-190-100-500-05-021	11-000-270-515-80-056	\$5,000	CST Secretarial Salary
11-190-100-500-70-050	11-000-270-515-80-056	\$20,000	

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

**N-3 Payment of Claims**

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

6/7/2016	\$53,556	Bill List
6/21/2016	\$225,961.84	Bill List
5/30/2016	\$106,181.14	Payroll

6/15/2016 \$110,623.64

Payroll

6/22/2016 \$98,506.45

Payroll

**N-4 Donation**

BE IT RESOLVED, that the South Harrison Township School District Board of Education accept the donation of \$100.00 from Faith Piasecki in memory of her daughter, Tina for a reading award. This reading award will be given to a sixth grade boy and girl at graduation.

BE IT RESOLVED, that the South Harrison Township School District Board of Education accept the donation of \$100.00 from Dr. and Mrs. Edward Wozniak for a Special Academic Achievement Award. This award will be given to two sixth grade students at graduation.

**N-5 Appointment of a Risk Management Consultant**

WHEREAS, the South Harrison Township School District, herein referred to a DISTRICT, is a member of the Gloucester Cumberland, Salem District Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, herein after referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Law (NJSA 18A:18A-1 et.seq.) defines Insurance as a Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

**N-6 Addendum to Extend Agreements with S4Teachers and Mission One**

BE IT RESOLVED, that the South Harrison Township School District Board of Education extend the agreement entered into with S4Teachers, LLC and Mission One through June 2017.

**N-7 Science Ambassador Grant Application Submission**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the submission of the Science Ambassador Grant (Exxon Mobil Corporation).

**N-8 2016-2017 Transportation Route Renewals**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following transportation route renewal contracts for the 2016-17 school year pursuant to N.J.S.A. 18A:39-3:

Contractor	Route #	2015-2016 Per Diem	CPI % Increase	2106-2017 Per Diem	2016-2017 Annual Route Cost
B.R. Williams	SH 1	\$163.48	0.57%	\$164.41	\$29,758.21
B.R. Williams	SH 2	\$163.48	0.57%	\$164.41	\$29,758.21
B.R. Williams	SH 3	\$163.48	0.57%	\$164.41	\$29,758.21
B.R. Williams	SH 4	\$163.48	0.57%	\$164.41	\$29,758.21
B.R. Williams	SH 5	\$163.48	0.57%	\$164.41	\$29,758.21
Holcomb	SH 7	\$242.74	0.57%	\$244.12	\$44,185.72
Holcomb	SH 8	\$237.76	0.57%	\$239.12	\$43,280.72



**N-9 Bayada Home Health Care Agreement**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract with Bayada Home Health Care, Inc. to provide substitute nurse services for the period July 1, 2016 through June 30, 2017.

**N-10 FY2016 NCLB Application Amendment**

BE IT RESOLVED, that the South Harrison Township Elementary School District authorize the submission of an amended FY2016 NCLB application which includes carry-over funds from FY2015.

**N-11 FY 2017 NCLB Grant Submission and Acceptance**

BE IT RESOLVED, that the Kingsway Regional School District Board of Education authorize the submission of a grant application for and acceptance of federal grant funds for the following programs for the period July 1, 2016 through June 30, 2017:

NCLB Title I	\$21,841
NCLB Title IIA	\$5,755

O. Policy  
None

Motion carried by the following roll call vote:

YES NO ABSTAIN

Cunningham

Brennan

Brown

Bruno

Buckley

Huggins

McShea

Reilly

Talbot

P. Board of Education Goals

<http://www.southharrison.k12.nj.us/Page/1096>

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
2. Using the eight characteristics of effective school boards, the South Harrison Twp. Elementary School District Board of Education will become a board that functions as a cohesive and productive governmental unit. Goal (2) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I, II, III, IV &
3. Ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (3) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I: 6, 7, 8
4. Infuse technology and innovative programs into South Harrison to ensure students are maximizing their opportunities to learn, collaborate, and grow. Goal (4) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan IV: 2, 5 & V:1-6

Q. Old Business

None

R. New Business

None

S. Adjournment of Meeting

Motion by McShea, second by Talbot, that the Board of Education adjourn the meeting at 9:22 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary