

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

Regular Meeting
May 23, 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, 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

James McShea

E. Student Recognition

E.1 March's Spotlight Student

6th Grade McKenna Williams

E.2 April's Spotlight Students

1st Grade Halle Dolce

2nd Grade Courtney Weatherby

3rd Grade Isabella Gular

4th Grade Sarah Burghardt

5th Grade Tristan McLeer

6th Grade Emma Fretz

F. Presentations

F.1 Elementary School Program Spotlight, Mrs. Mesmer

F.2 Introduction of Donna Carter, HR Manager

G. Public Participation

Stephanie Maiden, STOKES trip fundraising

Lindsey Williams, STOKES trip fundraising

H. Executive Session

I. Approval of Minutes

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

	<u>Date</u>	<u>Type of Meeting</u>
<u>I-1</u>	April 25, 2016	Regular Meeting
<u>I-2</u>	April 25, 2016	Executive Session

Motion carried with Brennan abstaining

J. Correspondence

Motion by Buckley, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K-1 – K9, L-1 – L-5, N-1 – N-8, and O-1.

K. Personnel

K-1 Abolish Current Full-Time Teacher of Art Position

WHEREAS, the South Harrison Twp. Elementary School Board of Education finds and concludes it is necessary to reduce the Teacher of Art position for financial reasons; and

WHEREAS, the Board finds and concludes it is necessary to reduce the Teacher of Art position for programmatic reasons; and

NOW, THEREFORE, BE IT RESOLVED by the South Harrison Twp. Elementary School Board of Education that due to financial reasons, the Teacher of Art position is hereby abolished, effective at the close of business on June 30, 2016.

K-2 Create New 0.6 FTE Teacher of Art Position

WHEREAS, the South Harrison Twp. Elementary School Board of Education finds and concludes it is necessary to provide art education to the students attending the South Harrison Twp. Elementary School District; and

WHEREAS, the Board finds and concludes it is necessary to provide a world language instruction to the students attending the South Harrison Twp. Elementary School District; and

NOW, THEREFORE, BE IT RESOLVED by the Board that a part-time Teacher of Art position at 60 percent full-time equivalency for the South Harrison Twp. Elementary School District be created effective September 1, 2016.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board that a full-time World Language Teacher position at 100 percent full-time equivalency for the South Harrison Twp. Elementary School District be created effective September 1, 2016.

K-3 Resignations, Retirements and Terminations

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

Name	Position	Department (Location)	Salary	Reason	Effective Date
Melissa Fardella	2 nd Grade Teacher	SH	\$50,716	Resignation	05/01/2016

K-4 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2016-17 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2016-17 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Jennie Damminger	MA	3	2 nd Grade	09/02/2016	\$53,306

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Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Sarah Brown	BA	3	3 rd Grade	09/02/2016	\$50,205
Jane Conroy	BA	3	Special Education	09/02/2016	\$50,205
Jessica Devecchio	MA	3	Kindergarten	09/02/2016	\$53,306
Amanda Grabas	BA	3	Special Education	09/02/2016	\$50,205

K-5 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2018-19 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2016-17 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Samantha Michielli	MA	8	5 th Grade	09/03/2018	\$58,506
Sarah Sobeck	BA	3	Special Education	09/03/2018	\$50,205
Amy Corson	MA	6	LD/TC	01/27/2019	\$55,606

K-6 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2019-20 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2016-17 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Courtney Casey	MA	2	Psychologist	09/01/2019	\$52,706
Jessica Lourie	MA	2	6 th Grade	09/01/2019	\$52,706
Erin McLaughlin	BA	3	5 th Grade	09/01/2019	\$50,205
Krista Travaglini	MA	13	Reading Specialist	09/01/2019	\$69,401

K-7 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2016-17 school year be approved as recommended by the Superintendent of Schools:

*All certified personnel are approved for Home Instruction on an as needed basis:

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Name	Level	Step	Job Title	Tenure Date	16-17 Salary/Longevity
Bethany Bakely	BA+20	10	Nurse	Tenured	\$61,265
Gail Bram	MA	13	Media Specialist	Tenured	\$69,401/\$200
Linda Caltabiano	BA	8	1 st Grade	Tenured	\$55,405
Shari Crouch	MA	5	2 nd Grade	Tenured	\$54,756
Linda Davis	BA	14	Music	Tenured	\$68,900/\$200
Beverly Donofrio	BA	12	4 th Grade	Tenured	\$63,805/\$400
Nicole Eschenbach	BA	3	1 st Grade	Tenured	\$50,205
Christine Fretz	BA	9	Preschool/PSD	Tenured	\$57,405
Elisabeth Henjes	MA	4	Computers/Media/RTI	Tenured	\$54,006
David Inzinna	BA+15	3	Art (60% FTE)	Tenured	\$30,867
Susan Kenderdine	MA	15	1 st Grade	Tenured	\$74,694/\$400
Michele Lamalfa	BA	7	6 th Grade	Tenured	\$53,405
Denise Lapalomento	BA	6	2 nd Grade	Tenured	\$52,505
Linda Miles	BA	11	Kindergarten	Tenured	\$61,505/\$200
Timothy Narcisi	MA	12	Physical Education	Tenured	\$66,906/\$200
Carolyn Olsen	BA	11	4 th Grade	Tenured	\$61,505/\$400
Marguerite Paolone	MA	15	6 th Grade	Tenured	\$74,694/\$400
Jamie Rohe	BA	10	3 rd Grade	Tenured	\$59,405/\$200
Cherie Sinor	BA	8	Special Education	Tenured	\$55,405
Kathryn Tranz	MA	15	4 th Grade	Tenured	\$74,694/\$400
Heidi Wagner	MA	15	3 rd Grade	Tenured	\$74,694/\$400

K-8 Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2016-17 salary of the following non-represented staff member(s) be approved, as recommended by the Superintendent of Schools:

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Name	Job Title	15-16 Salary	Adjustment %	Adjustment \$	16-17 Salary
Corinne Mesmer	Principal	\$99,323	2.50%	\$2,483	\$101,806
Danielle Rice	Secretary	\$34,670	2.50%	\$867	\$35,537
Elizabeth Wright	Secretary	\$34,670	2.50%	\$867	\$35,537
Eileen Ferguson	Secretary	\$34,670	2.50%	\$867	\$35,537
Mary Clark	Aide	\$13,894	2.50%	\$347	\$14,241
Laura Hoffman	Aide	\$11,513	2.50%	\$288	\$11,801

K-9 Co-Curricular, 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
Jennifer Campbell	LTS – for Nicole Eschenbach	2 nd Grade		Change of Ending Effective Date	04/04/2016 – 06/30/2016
Andrew Menno	Clinical Practice with Linda Davis	Music		Clinical Practice for Rowan University	09/02/2016 – 10/21/2016

L. General Administration**L-1 Discussion Items**

- Personnel
- Summer Schedules
- Moving-Up Ceremony

L-2 Enrollment Report as of April 30, 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

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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			93.1	96.5
Pre-K 4	96.7	97.2	95.4	98.3	97.0	96.1	96.0	97.9			96.8	94.8
K	98.7	98.0	97.3	99.0	96.0	93.7	95.0	97.5			96.9	95.2
Average Pre-K & K	96.7	96.1	93.3	98.2	94.3	94.6	95.5	96.5			95.7	95.5
1	98.6	98.5	97.5	98.8	95.1	96.1	96.4	97.5			97.3	96.0
2	97.3	97.8	95.6	98.3	95.9	95.6	96.2	97.1			96.7	96.5
3	97.6	97.3	96.9	98.7	95.8	95.0	92.8	96.8			96.4	95.6
4	98.0	97.8	95.5	98.5	95.4	95.2	94.1	96.8			96.4	95.7
5	97.9	98.4	96.5	98.7	96.6	95.3	95.3	96.8			96.9	95.7
6	98.1	98.3	96.9	98.9	97.0	95.7	95.1	96.6			97.1	96.6
Average 1 - 6	97.9	98.0	96.5	98.7	96.0	95.5	95.0	96.9			96.8	96.0
Overall District Average	97.9	97.9	96.4	98.7	95.1	95.2	95.0	97.0			96.7	95.9

L-3 Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison April 28, 2016	Begin time: 8:50 AM End time: 8:52 AM	Fire Drill
South Harrison April 29, 2016	Begin time: 3:12 PM End time: 3:15 PM	Shelter – in - Place

L-4 Student Discipline, Violence/Vandalism, HIB as of April 30, 2016:

Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	1	2
Suspensions	2	6
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	AM and PM Preschool	Storybook Land, Egg Harbor Twp., NJ	06/07/16 Rain date 06/16/16	24	4	\$0.00	Cost to Student: \$14.50

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School	Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Comments
SH	6 th Grade	Students will be going to Stokes State Forest	5/30 – 6/2/2016	54	Tim Narcisi Michele LaMalfa - (Nicole) Gail Bram Christine Fretz Beth Bakley- (Sabrina) Kathryn Tranz- (Douglas) Carolyn Olsen (7 Chaperones – 3 Children) Dave Datz Clark Pettit	\$0.00	Cost to Student: \$0.00 Bus Cost: \$1,236.36

M. Curriculum & Instruction

N. Finance

N-1 Budget Transfers

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
11-219-100-320-05-044	11-000-100-562-50-044	\$726	Home Instruction
11-000-263-420-05-054	11-000-263-610-05-054	\$4,000	Landscaping Services

N-2 Financial Reports

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

1. Approval of Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 31, 2016. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of March 31, 2016.
2. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of , March 31, 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.
3. 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.
4. 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:

4/1/2016	\$79,912.00	Bill List
4/27/2016	\$682.50	Bill List

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4/30/2016	\$3,978.70	Bill List
5/16/2016	\$178,240.38	Bill List
5/9/2016	\$52,123.00	Bill List
4/30/2016	\$3,921.77	Payroll-Agency

N-4 Tax Levy Payments

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the tax levy payment schedule for the 2016-2017 school year:

Tax Levy	\$3,116,783	20%	\$623,358
Debt Service	\$705,765		
Total	\$3,822,548		

Month	Fund 10	Debt Service	Total
July 2016	\$623,358	\$235,255	\$858,613
August 2016	\$226,675		\$226,675
September 2016	\$226,675	\$235,255	\$461,930
October 2016	\$226,675		\$226,675
November 2016	\$226,675	\$235,254	\$461,929
December 2016	\$226,675		\$226,675
January 2017	\$226,675		\$226,675
February 2017	\$226,675		\$226,675
March 2017	\$226,675		\$226,675
April 2017	\$226,675		\$226,675
May 2017	\$226,675		\$226,675
June 2017	\$226,675		\$226,675
Total	\$3,116,783	\$705,765	\$3,822,548

N-5 Professional Service Appointments

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint the following professionals per 18A:18A-5a.1 through June 30, 2017: (Fee schedules on file in the office of the Business Administrator)

Attorney:	Schwartz, Simon, Edelstein & Celso
Architect of Record:	Garrison Architects
Engineer of Record:	Federici and Aiken, P.A.
Financial Advisor:	Phoenix Advisors
Bond Counsel:	McManimon, Scotland & Bauman, LLC
Risk Management Consultant	The Barclay Group

N-6 Substitute Employment Rates through Source4Teachers

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following substitute employment rates for the 2016-17 school year:

POSITION	TERM	CREDENTIALS	DAILY RATE	HOURLY RATE
Teacher	Days 1-60	Substitute Teacher	\$125.00	
Teacher	Days 60+	Substitute Teacher	\$262.00	
Nurse		Substitute Nurse	\$100.00	
Classroom Aide	1+	HS Diploma	\$ 60.00	
Cafeteria/Playground Aide	1+	HS Diploma		\$8.38
Paraprofessional	1+	HS Diploma	\$70.00	
Clerical Support	1+	HS Diploma		\$8.38

N-7 Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contracts with Gloucester County Special School District for the 2016-2017 school for the following services:

Choice School Program	\$2.50 per Application
MVC On-line Abstract Request Program	\$21.00 annually
Nonpublic Aid-In-Lieu Program	\$2.50 per B6T

N-8 Capital Reserve Withdrawal

RESOLVED, that the South Harrison Township Elementary School District, as per N.J.A.C. 6A:23A-14.1, authorize the withdrawal of funds from its Capital Reserve account in the amount of \$140,000 for the purpose of funding closed circuit cooling tower repairs.

O. Policy

O.1 Second Reading/Adoption:

The following policies are recommended for second reading and adoption:

Policy 1110 Organizational Chart

Motion carried by the following roll call vote:

YES NO ABSTAIN

Cunningham

Brennan

Brown

Bruno

Buckley

Huggins

Reilly

Talbot

P. Board of Education Goals
Continual Discussion and Evaluation

Q. Old Business

None

R. New Business

None

S. Adjournment of Meeting

Motion by Reilly, second by Huggins, that the Board of Education adjourn the meeting at 8:21 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary