

The regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:04 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, Jim McShea, Ron Reilly, Joseph Talbot, and Debbie Cunningham

Absent: Toni Buckley

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 Mrs. English and second by Mr. McShea to approve the following minutes:

<u>Date</u>	<u>Type of Meeting</u>
April 28, 2015	Regular
April 28, 2015	Closed

Roll Call Vote: Yes (7) No (0) Abstain (1) Brennan

Motion Passed

J.

J-1. Correspondence – Thank you notes

- Note from Mrs. Donofrio and the South Harrison Education Association thanking the Board of Education for Teacher Appreciation Day massages.
- Note from Mrs. Kurek thanking the Board of Education for Teacher Appreciation Day massages.

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.

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Melissa Fardella	2 nd Grade Teacher	South Harrison		Extend maternity leave through the 2015-2016 school year	

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
Stephanie Van Twuyver	Mrs. LaMalfa	Mathematics	Rowan University	To obtain 560 hours	September 2, 2015

L. General Administration

(Dr. Lavender)

L-1 Discussion Items

- 2015 School Board Candidacy and Election Dates. Dr. Lavender explained the timeline for the November 2015 election and that the nominating petitions are due July 27, 2015.
- A discussion took place regarding the regular meeting schedule for next year and the possibility of changing to a different week day.

L-2 Enrollment Report as of April 30, 2015:

A. Enrollment Summary

Grade Level	Current Totals	Prior Month Totals	June 30, 2014
PK3	8	7	6
PK4	9	9	12
K	44	42	46
1	48	48	50
2	49	49	53
3	57	56	62
4	62	62	52
5	53	53	52
6	56	56	45
Resident Students	361	357	351
Choice Students	25	25	27
District Total	386	382	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			96.3
Pre-K 4	63.00	65.00	68.00	97.0	96.0	97.0	94.0	94.0			84.3
K	92.00	90.00	87.00	93.0	97.0	94.0	91.0	95.0			92.4
Average Pre-K & K	84.67	83.67	83.33	96.3	97.0	95.3	92.0	95.3			91.0
1	95.00	96.00	95.00	96.0	96.0	95.0	93.0	94.0			95.0
2	95.00	94.00	93.00	97.0	97.0	94.0	96.0	93.0			94.9
3	98.00	97.00	96.00	95.0	96.0	93.0	94.0	93.0			95.3
4	97.00	96.00	96.00	96.0	96.0	94.0	95.0	91.0			95.1
5	94.00	94.00	93.00	96.0	96.0	95.0	95.0	92.0			94.4
6	94.00	93.00	94.00	96.0	95.0	95.0	94.0	93.0			94.3
Average 1 – 6	95.50	95.00	94.50	96.0	96.0	94.3	94.5	92.7			94.8
Overall District Average	90.1	89.3	88.9	96.2	96.5	94.8	93.3	94.0			92.9

L-3 Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison April 29, 2015	Begin time: 8:45 End time: 8:47	Fire drill everyone evacuated building
	Begin time: End time:	

L-4 Student Discipline, Violence/Vandalism, HIB as of February 27, 2015:

A. Student Discipline, Violence/Vandalism, HIB

Infraction Reports	No. of Incidents this Month	2014-15 Total-To-Date
Detentions	1	8
Suspensions	0	2
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	1

L-5 Educational Field Trips/Assemblies:

School	Group	Event/Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Comments
SH	2 nd Grade	Academy of Natural Sciences	6/16/15	52	15	Transportation	

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 Dr. Dennis Graham to perform neurological evaluations as needed at a cost of \$275.00 per evaluation.

L-8 Policy: Second reading and adoption:

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
0000	BYLAWS		
0132	Executive Authority	Dec 12	Oct 08
0141	Board Member Number and Term	Apr 14	Oct 08
0142	Board Member Qualifications, Prohibited Acts, and Code of Ethics (M)	Aug 11	Oct 08
0142.1	Nepotism (M)	Jan 10	Oct 08
0143	Board Member Election and Appointment	Apr 14	Oct 08
0168	Recording Board Meetings	Nov 11	Oct 08
0174	Legal Services (M)	Jan 10	Oct 08
0177	Professional Services (M)	Jan 10	Oct 08
1000	ADMINISTRATION		
1140	Affirmative Action Program (M)	Dec 10	None
1230	Superintendent's Duties (M)	Feb 11	Oct 08
1240	Evaluation of Superintendent (M)	Oct 13	Oct 08
R 1240	Evaluation of Superintendent (M)	Oct 13	Oct 08
1522	School-level Planning (M)	Feb 11	Oct 08
1523	Comprehensive Equity Plan (M)	Dec 10	Oct 08
1530	Equal Employment Opportunity (M)	Dec 10	Oct 08
R 1530	Equal Employment Opportunity Complaint Procedure (M)	Dec 10	Oct 08
1550	Affirmative Action Program for Employment and	Dec 10	Oct 08

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
	Contract Practices (M)		
R 1550	Affirmative Action Program for Employment and Contract Practices Complaint Procedure (M)	Dec 10	Oct 08
1570	Internal Controls (M)	Jan 10	Oct 08
R 1570	Internal Controls (M)	Jan 10	Oct 08
1581	Victim of Domestic or Sexual Violence Leave (M)	Apr 14	None
1620	Administrative Employment Contracts	Jan 10	Aug 09
1631	Residency Requirement for Person Holding School District Office, Employment, or Position	Feb 12	None
2000	PROGRAM		
2132	School District Goals and Objectives	Feb 11	Oct 08
2260	Affirmative Action Program for School and Classroom Practices (M)	Dec 10	Oct 08
2320	Independent Study Programs	May 08	None
R 2361	Acceptable Use of Computer Networks/Computers and Resources	May 12	Oct 08
2412	Home Instruction Due to Health Condition (M)	Jun 14	Oct 08
R 2412	Home Instruction Due to Health Condition (M)	Jun 14	Oct 08
2415	No Child Left Behind Programs (M)	Dec 12	Oct 08
2415.01	Academic Standards, Academic Assessments, and Accountability (M)	Dec 10	Oct 08
2415.03	Highly Qualified Teachers (M)	Nov 09	Oct 08
2417	Student Intervention and Referral Services (M)	Jun 14	Oct 08
R 2417	Student Intervention and Referral Services (M)	Jun 14	Oct 08
2423	Bilingual and ESL Education (M)	Dec 10	Oct 08
R 2423	Bilingual and ESL Education (M)	Dec 10	Oct 08
2468	Independent Educational Evaluations	Dec 12	None
2481	Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (M)	Jun 14	Oct 08
R 2481	Home or Out-of School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (M)	Jun 14	Oct 08
2560	Live Animals in School	Nov 09	Oct 08
R 2560	Live Animals in School	Nov 09	Oct 08
3000	TEACHING STAFF MEMBERS		
3125	Employment of Teaching Staff Members (M)	Apr 14	Oct 08
3126	Induction Program for Provisional Teachers	Nov 09	Oct 08
R 3126	Induction Program for Provisional Teachers	Nov 09	Oct 08
3142	Nonrenewal of Nontenured Teaching Staff Member	Oct 13	Oct 08
R 3144	Certification of Tenure Charges	Feb 11	Dec 10
3159	Teaching Staff Member/School District Reporting Responsibilities	Aug 09	None
3221	Evaluation of Teachers (M)	Oct 13	Oct 08
R 3221	Evaluation of Teachers (M)	Oct 13	Oct 08

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)	Oct 13	Oct 08
R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and (M)	Oct 13	Oct 08
3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Oct 13	Oct 08
R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)	Oct 13	None
3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Oct 13	None
R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)	Oct 13	None
3230	Outside Activities	Apr 14	Oct 08
R 3230	Outside Activities	Dec 12	Oct 08
R 3232	Tutoring Services	Jun 13	Oct 08
3240	Professional Development for Teachers and School Leaders (M)	Apr 14	Oct 08
R 3240	Professional Development for Teachers and School Leaders	Apr 14	Oct 08
3281	Inappropriate Staff Conduct	Dec 12	Oct 08
R 3281	Inappropriate Staff Conduct	Dec 12	Oct 08
3283	Electronic Communications Between Teaching Staff Members and Students (M)	Jun 14	None
3324	Right of Privacy	Feb 12	None
3351	Healthy Workplace Environment	Jan 10	None
3372	Teaching Staff Member Tenure Acquisition	Aug 13	Nov 13
3431.3	New Jersey's Family Leave Insurance Program	Nov 09	None
4000	SUPPORT STAFF MEMBERS		
4125	Employment of Support Staff Members (M)	Apr 14	Oct 08
4146	Nonrenewal of Nontenured Support Staff Employment Contracts	Oct 13	Oct 08
R 4146	Nonrenewal of Nontenured Support Staff Employment Contracts	Oct 13	Oct 08
4230	Outside Activities	Apr 14	Oct 08
R 4230	Outside Activities	Dec 12	Oct 08
4281	Inappropriate Staff Conduct	Dec 12	Oct 08
R 4281	Inappropriate Staff Conduct	Dec 12	Oct 08
4283	Electronic Communications Between Support Staff Members and Students (M)	Jun 14	None
4324	Right of Privacy	Feb 12	None
4351	Healthy Workplace Environment	Jan 10	None
4431.3	New Jersey's Family Leave Insurance Program	Nov 09	None
5000	PUPILS		
5111	Eligibility of Resident/Nonresident Pupils (M)	May 10	Oct 08

South Harrison Township Board of Education

Regular Meeting Minutes
May 26, 2015

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
R 5111	Eligibility of Resident/Nonresident Pupils (M)	May 10	Oct 08
5200	Attendance (M)	Jun 14	Oct 08
5338	Diabetes Management (M)	Jan 10	None
R 5338	Diabetes Management (M)	Jan 10	None
R 5410	Promotion and Retention (M)	Oct 00	None
R 5420	Reporting Pupil Progress (M)	Nov 92	None
5512.01	Harassment, Intimidation and Bullying (M)	Aug 13	Oct 08
5519	Dating Violence at School (M)	Oct 11	None
R 5519	Dating Violence at School (M)	Oct 11	None
R 5533	Pupil Smoking	Jan 10	None
5561	Use of Physical Restraint	Feb 11	None
R 5561	Use of Physical Restraint	Feb 11	None
R 5600	Pupil Discipline/Code of Conduct (M)	Feb 12	Sep 2011
5610	Suspension	Jun 14	Oct 08
R 5610	Suspension Procedures (M)	Jun 14	Oct 08
5611	Removal of Students for Firearms Offenses (M)	Jun 14	Oct 08
R 5611	Removal of Students for Firearms Offenses (M)	Jun 14	Oct 08
5612	Assaults on District Board of Education Members or Employees (M)	Jun 14	Oct 08
R 5612	Assaults on District Board of Education Members or Employees (M)	Jun 14	None
5613	Removal of Students for Assaults with Weapons Offenses (M)	Jun 14	None
R 5613	Removal of Students for Assaults with Weapons Offenses (M)	Jun 14	None
5620	Expulsion	Jun 14	Oct 8
6000	FINANCE		
6111	Special Education Medicaid initiative (SEMI) Program (M)	Jan 10	Oct 08
R 6111	Special Education Medicaid Initiative (SEMI) Program (M)	Jan 10	Oct 08
R 6112	Reimbursement of Federal and Other Grant Expenditures (M)	Aug 10	Dec 10
6113	E-Rate	Dec 12	None

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
6150	Tuition Income	Feb 11	Oct 08
6163	Advertising on School Property	Dec 12	None
6220	Budget Preparation (M)	Feb 11	Oct 08
6311	Contracts for Goods or Services Funded by Federal Grants	Feb 11	None
6360	Political Contributions (M)	Dec 10	Oct 08
6362	Contributions to Board Members and Contract Awards (M)	Dec 10	Oct 08
6422	Budget Transfers (M)	May 10	Oct 08
R 6422	Budget Transfers (M)	May 10	Oct 08
6424	Emergency Contracts	Nov 11	Oct 08
R 6470	Payment of Claims	Jun 12	Oct 08
6471	School District Travel (M)	Jan 10	Aug 09
R 6471	School District Travel Procedures (M)	Jan 10	Aug 09
6472	Tuition Assistance	Nov 11	None
6480	Purchase of Food Supplies (M)	Dec 12	Oct 08
6511	Direct Deposit	Apr 14	None
6660	Student Activity Fund (M)	Jan 10	Oct 08
6740	Reserve Accounts	May 10	None
R 6740	Reserve Accounts	May 10	None
6820	Financial Reports (M)	Feb 11	Oct 08
7000	PROPERTY		
7510	Use of School Facilities	Feb 12	Dec 10
7650	School vehicle Assignment, Use, Tracking, Maintenance, and Accounting (M)	Aug 08	None
8000	OPERATIONS		
8420	Emergency and Crisis Situations (M)	Dec 10	Oct 08
R 8420	Emergency and Non-Fire Evacuation Plan (M)	Dec 10	Oct 08
R 8420.1	Fire and Fire Drills (M)	May 10	Oct 08
R 8420.2	Bomb Threats (M)	Dec 10	Oct 08
R 8420.7	Lockdown Procedures (M)	Dec 10	Aug 09
R 8420.10	Active Shooter (M)	Dec 10	None
R 8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse (M)	May 11	Aug 12
8462	Reporting Potentially Missing or Abused Children (M)	Jun 14	Oct 08
R 8462	Reporting Potentially Missing or Abused Children (M)	Jun 14	Oct 08
8505	School Nutrition (M)	Dec 12	Oct 08
8508	Lunch Offer Versus Serve (OVS)	Apr 14	None
8740	Bonding	Dec 10	Oct 08
8760	Pupil Accident Insurance	Aug 09	Oct 08
9000	COMMUNITY		

POLICY #	POLICY TITLE	LATEST REVISED DATE	DISTRICT ADOPTED DATE
9140	Citizens Advisory Committees (M)	Nov 92	None
R 9140	Citizens Advisory Committee (M)	Nov 92	None
9270	Home Schooling and Equivalent Education Outside the Schools (M)	Feb 12	Oct 08
R 9270	Home Schooling and Equivalent Education Outside the Schools (M)	Feb 12	Oct 08
9700	Special Interest Groups	Jan 10	Oct 08

Additional	Additional Policy/Regulation To be added before meeting		
2415.04	Title I – District-Wide Parental Involvement (M)	Dec 10	Oct 08

M. Curriculum & Instruction

(Mrs. Calandro)

- M-1 Professional Development – Staff Trainings, Seminars, Conventions, & Conferences
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
None					

N. Financial

(Mrs. Wechter)

- N-1 BE IT RESOLVED to approve budget transfers from March 1, 2015 through March 31, 2015.

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

P050	Payroll Agency	\$ 8,849.46
P051	Warrant Account	1,542.50
P052	Payroll Agency	112,736.08
P053	Payroll Agency	116,173.61
P054	Payroll Agency	114,482.04
P055	Payroll Agency	117,302.27
P056	Warrant Account	\$169,609.38

N-4 BE IT RESOLVED to approve the tax levy payment schedule for the 2015-2016 school year:

Tax Levy	3,039,630	20% =	607,926
Debit Service	727,824		
TOTAL	3,767,454		

	CE	Debt Service		
July	607,926	242,608	=	850,534
August	221,064		=	221,064
September	221,064	242,608	=	463,672
October	221,064		=	221,064
November	221,064	242,608	=	463,672
December	221,064		=	221,064
January	221,064		=	221,064
February	221,064		=	221,064
March	221,064		=	221,064
April	221,064		=	221,064
May	221,064		=	221,064
June	221,064		=	221,064
TOTALS	3,039,630	727,824	=	3,767,454

Motion by Mrs. English and second by Ms. Huggins that the Board of Education approve the Superintendent's Recommendations as amended K-1 through N-4.

A discussion took place regarding attendance and our attendance policy. Dr. Lavender responded and stated the revisions to the attendance policy are being made.

Mr. Talbot asked a question regarding one of the policies on emergencies and evacuations. Dr. Lavender responded.

Mrs. Brown asked if the second reading is final. Dr. Lavender responded, yes.

Roll Call Vote:

Items N-1 to N-4 and L-8 (7) Yes (0) No (1) Abstain – Brennan
Items K-1 to M-1, except L-8 (8) Yes (0) No (0) Abstain

Motion Carried.

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 Mr. Talbot and second by Mr. Reilly that the Board of Education, by Resolution, adjourn into Closed Session at 7:55 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 Mr. McShea and second by Mr. Talbot that the Board of Education resume open session at 8:20 p.m.

Roll Call Vote: Yes (8) No (0) Abstain (0)

Motion Carried.

Motion by Mr. McShea and second by Mr. Talbot that the Board of Education approve the following superintendent's recommendations.

- A. BE IT RESOLVED to authorize the Business Administrator to advertise a Request for Proposals (RFP) for substitute teacher and support staff placement services.
- B. BE IT RESOLVED to accept with regret the resignation of Robert Rosenheim as of June 30, 2015.

Roll Call Vote: (8) Yes (0) No (0) Abstain

Motion Carried.

Old Business – None

New Business – None

Adjournment

Motion by Mr. Talbot and second by Mr. McShea to adjourn the meeting at 8:25 pm.

Motion Carried

Respectfully submitted,

Linda M DiStefano
Board Secretary