

The regular meeting of the South Harrison Township Board of Education was held on the above date and was called to order at 7:30 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, Michael Finnan, Janice Huggins (arrived 8:07), Jim McShea, Joseph Talbot, and Debbie Cunningham.

Absent: Toni Buckley and Carole English.

Others present: Dr. Lavender, Mrs. Wechter, Mr. Mumbower, Ms. Calandro, Mrs. DeMarchi and Ms. Anderson.

### **Student Recognition –**

#### 2014 – 2015 Student Council Officers

Moderators: Mrs. Gail Bram and Mr. Tim Narcisi

President: Trey McLeer

Vice President: Annalee Hennessy

Secretary: Emma Fretz

Treasurers: Nicole Nordone & Joey Miranda

Trey McLeer, president of student council, presented the officers as listed on the agenda. He spoke about responsibility to set good examples about being good leaders and about activities they are involved in.

### **BOE Member Resignation**

Motion by Mr. McShea and second by Mr. Finnan to approve the resignation of Board Member Kenneth White effective November 11, 2014.

Roll Call Vote:

Yes (5)

No (0)

Abstain (0)

Motion approved

**Presentations** – Curriculum Team – Transition to PARCC and Student Performance Data on NJASK for Spring 2014 – Mrs. Patricia Calandro and Ms. Rachael Anderson presented and answered questions from the public.

Members of the audience had various questions about the RTI program.

Mrs. Williams asked various questions about what we are doing, interviews, assessments and the resources and tools we are using.

Parents voiced concerns about communication issues and the fact that they are confused about the program.

Mr. Mumbower and Mrs. Burr addressed some of the questions and Dr. Lavender will look into the concerns and communicate soon.

Mrs. Donofrio reminded everyone about Classroom Close-up to be aired on Channel 23.

### **Public Participation: Recognition of Visitors for Agenda Questions- None**

### **Minutes**

Motion by Mr. Finnan and second by Ms. Huggins to approve the following minutes:

|                    |                        |
|--------------------|------------------------|
| <u>Date</u>        | <u>Type of Meeting</u> |
| September 23, 2014 | Regular                |

Roll Call Vote:

I-1    Yes (6)            No (0)            Abstain (0)

Motion Passed

### **Correspondence - None**

### **Superintendent's Recommendations Personnel**

Motion by Mr. McShea and second by Mr. Talbot that the Board of Education approve the Superintendent's Recommendations K, L, M, N as amended.

#### 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/<br>Position Code | Department<br>(Location) | Guide/Step<br>Salary | Reason                      | Term of<br>Contract/<br>Effective<br>Date                               |
|----------------------|----------------------------|--------------------------|----------------------|-----------------------------|---|
| Linda Davis          | Teacher                    | South<br>Harrison        |                      | Medical Leave of<br>Absence | 12/22/14 to<br>01/29/14<br><i>Expected<br/>return date:</i><br>01/30/14 |
| Chris<br>McManis Jr. | Teacher                    | Substitute               |                      |                             | 11/25/14 to<br>6/30/15  |

South Harrison Township Board of Education

Regular Meeting Minutes  
November 25, 2014

| Name                 | Position/<br>Position Code | Department<br>(Location) | Guide/Step<br>Salary   | Reason   | Term of<br>Contract/<br>Effective<br>Date |
|----------------------|----------------------------|--------------------------|--|--|---|
| Brittany Goldstein   | Teacher                    |                          |  | Resignation  | 9/24/14                                   |
| Rebekah Newton       | Playground Aide            |                          |  | Resignation  | 10/31/14                                  |
| Robert Rosenheim     | Curriculum Lead Person     | Grades 3-6               | \$666.50   | Additional Stipend Cover 3 <sup>rd</sup> lead Person | 9/1/14-6/30/15                            |
| Gail Bram            | Curriculum Lead Person     | Grades K-2               | \$666.50   | Additional Stipend Cover 3 <sup>rd</sup> lead Person | 9/1/14-6/30/15                            |
| Amy Corson           | Child Study Team           | South Harrison           | MA/4<br>\$53,817.00  | Replacing Cheryl Burr-Retirement                     | 1/24/15 to 6/30/15                        |
| Lawrence Little, III | LTS-Teacher of Music       | Grades K-6               | \$100.00/day for first 60 days-<br>Beginning day 61<br>\$242.40/per diem (based on<br>\$48,481.00-BA/1)<br>No Benefits                 | Long-term-substitute for Linda Davis-Medical Leave   | 12/18/14 to 01/31/15                      |
| Diane Iriarte        | LTS-Teacher of Spanish     | South Harrison           | Continuation of LTS<br>\$100.00/day  | Extension of long-term-substitute position           | 11/25/14 to 01/30/15                      |
| Tonya Foster         | LTS-Teacher of SPED        | Grade 5                  | Continuation<br>\$100.00/day for first 60 days-<br>Beginning day 61<br>\$242.40/per diem (based on<br>\$48,481.00-BA/1)<br>No Benefits | Extension of long-term-substitute for Ms. Goldstein  | 11/25/14 to 1/31/15                       |
| Brooke Helmandollar  | Teacher                    | Substitute               | \$70.00 per day, after 20 days, which do not have to be consecutive,<br>\$85.00 per day.   | As needed  | 11/13/14 to 6/30/15                       |
| Michele LaMalfa      | Homebound Instruction      | Student #5786946458      | \$30.00 per hour per CBA   |  | 11/19/14                                  |

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/<br>Assigned Staff | Department<br>(Location) | Compens./<br>Correction /<br>College | Reason   | Effective<br>Date             |
|------------------|-----------------------------|--------------------------|--------------------------------------|--|-------------------------------|
| Michele LaMalfa  | Samantha Michielli          |                          |                                      | Mentoring  | 9/1/14-6/30/15                |
| Maggie Paolone   | Robert Rosenheim            |                          |                                      | Mentoring  | 9/1/14-6/30/15                |
| Heidi Wagner     | Sarah Sobeck                |                          |                                      | Mentoring  | 9/1/14-6/30/15                |
| Erica Galatola   | Jamie Rohe                  | South Harrison           | Rowan University                     | Student teaching                                       | 1/20/15 – 5/11/15             |
| Juliana Montanez | Nicole Eschenbach           | South Harrison           | Rowan University                     | Student teaching                                       | 1/20/15 – 5/11/15             |
| David Inzinna    | Teacher                     | Art                      | Wilmington University                | Psychology of Learning<br>On-Line Course<br>\$1,327.00 | January 2015<br>to March 2015 |

**General Administration**L-1 Discussion Items

- CST Shared Services Agreement South Harrison  
Dr. Lavender explained the shared services agreement for Child Study Team Services, and shared the benefits and cost savings this will provide to the district. Dr. Lavender explained how the staffing would work and requested that we use the savings to hire additional clerical help.
- School Elections  
Dr. Lavender named the new board members and the process we would need to follow to fill the vacant seat.
- Playground Ribbon Cutting
- Performance Data – Presented earlier
- Request to Change Board Meeting Night  
A request was made to change the night of the monthly board meeting due to a schedule conflict. After a brief discussion it was decided to leave the board meeting night as is.
- Shared Substitute Services
- Curriculum for approval next month for Grades K-6:
  - Art
  - Library
  - Music
  - Science
  - Social Studies
  - Technology
  - Physical Education

### A. Enrollment Summary

## B. Attendance Summary

[illegible]

L-3     Emergency Drills/Calls

## A. Drills

| School / Date   | Time                               | Drill Description       |
|---|------------------------------------|-------------------------|
| South Harrison<br>Elementary School<br>Friday 10/10/14    | Begin time: 1:30<br>End time: 1:40 | Fire Drill              |
| South Harrison<br>Elementary School<br>Wednesday 10/15/14 | Begin time: 9:05<br>End time: 9:20 | Active Shooter Lockdown |

## B. Emergency Calls

| School / Date | Time                     | Drill |
|---------------|--------------------------|-------|
| None          | Begin time:<br>End time: |       |
|               | Begin time:<br>End time: |       |

L-4     Student Discipline, Violence/Vandalism, HIB as of 9/19/14:

## A. Student Discipline, Violence/Vandalism, HIB

| Infraction Reports                           | No. of Incidents this Month | 2014-15 Total-To-Date |
|--|-----------------------------|-----------------------|
| Detentions                                   | 2                           | 3                     |
| Suspensions                                  | 0                           | 1                     |
| Violence, Vandalism, Substance Abuse         | 0                           | 0                     |
| Harassment/Intimidation/Bullying (Confirmed) | 1                           | 1                     |

## B. Completed Investigation Reports as of 10/31/2014

| Case No.   | Reported Victim(s) | Reported Aggressor(s) | Date of Initial Report | Date of Report to Superintendent  | Result of Investigation |
|--|--------------------|-----------------------|------------------------|---|-------------------------|
| 001  | #4574708211        | #7595288906           | 10/14/14               | 10/24/14  | HIB-Evidence Found      |
| Summary of Initial Report  |                    |                       |                        | Action Taken  |                         |
| <p>The alleged incident took place on October 14, 2014 at the end of the second lunch period at a table in the cafeteria. Students were getting ready to line up, as other tables were being called to line up and return to class. Student #4574708211 reported that Student #7595288906 had said to her: "[Name], go line up. All non-white people go line up." Student #4574708211 said that she became embarrassed and started crying because the statement made her feel humiliated, insulted, singled-out and sad.</p> |                    |                       |                        | <p>The victim was counseled immediately after the incident was reported on 10/14/2014, with follow-up provided on 10/16/2014. Additional counseling is available to the victim to work on confidence and self-esteem building.</p> <p>Appropriate staff has been put on alert for any potential HIB behavior that may occur between students involved.</p> <p>A Check-In/Check-Out intervention system has been established for the accused to address concerns related to social skills, respect, and self-control. The Check-in/Check-Out system requires the accused to meet with a mentor (the School Psychologist) daily to set goals, monitor behaviors, and track progress on target behaviors. Parent provided consent on 10/15, at which time goals were established with both the Parent and student. The system was implemented on 10/20/2014.</p> |                         |

L-5 Educational Field Trips:

| School        | Group      | Event/Destination | Date(s)  | # of Students | # of Teachers/Chaperones | Cost to the BOE | Comments |
|---------------|------------|-------------------|----------|---------------|--------------------------|-----------------|----------|
| SH Elementary | Pre School | Creamy Acres      | 10/24/14 | 15            | 17                       | 0               |          |
|               |            |                   |          |               |                          |                 |          |

L-6 Educational Assemblies:

| Group         | Time                          | Date(s)              | Topic                   |
|---------------|-------------------------------|----------------------|-------------------------|
| Home & School | 9:15-10:00AM<br>10:15-11:00AM | 9/26/14              |                         |
| Home & School | 9:00-10:00AM                  | 10/16/14<br>10/17/14 | Activated Story Theatre |

L-7 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               |
|--------------------------------|--|-----------------|---------|--------------------|
| Home & School                  | Family Bingo                             | 10/10/14        |         | 5:00-9:00PM        |
| Stokes                         | Truck or Treat Fundraiser                | 10/24/14        |         | 5:30-9:00PM        |
| Stokes                         | Zumbathon-Ages 11 & Up<br>Open to Public | 11/14/14        |         | 7:00-9:00PM        |
| Stokes                         | Parents Night Out                        | 12/5/14         |         | TBA                |
| Harrison Ruritan               | Pancake Breakfast & Auction              | 12/13/14        |         | 6:30AM<br>12:00PM  |
| SH Soccer Club                 | Pizza Party                              | 11/1/14         |         | 10:30AM<br>12:30PM |
| SH Parks & Recreation          | Senior Luncheon                          | 11/15/14        |         | 10:00AM<br>2:00PM  |
| Swedesboro-Woolwich Basketball | Basketball                               | 11/3/14-2/23/15 | Mondays | 6:00PM<br>8:00PM   |
| Girl Scouts                    | Parent Meeting                           | 12/9/14         |         | 7:00 PM            |
| Stokes                         | Parents Night Out                        | 12/5/14         |         | 5:30PM<br>9:30PM   |

L-8 Programs/Other:

- A. BE IT RESOLVED to approve a contract with Mantua Township BOE for the 2014 ESY Program for two students #1075858817 at a cost of \$4,000.00 and #6485664807 at a cost of \$2,400.00.
- B. BE IT RESOLVED to approve a contract with Mantua Township BOE for the 2014-2015 school year for three students #1075858817, #6485664807 and #3230195780 at a cost of \$67,500.00 (\$22,500.00 each student).
- C. BE IT RESOLVED to approve the Agreement for Professional Services with the Gloucester County Special Services School District through CRESS for the 2014-2015 school year.
 

|                 |             |
|-----------------|-------------|
| Speech Services | \$92,520.00 |
| Social Work     | \$16,450.00 |
| ECS (Behavior)  | \$11,988.00 |
| PT Services     | \$23,904.00 |
- D. BE IT RESOLVED to approve submission for the Comprehensive Maintenance Plan and to approve the Annual Maintenance Reserve Deposit Worksheet (Form M-1).
- E. BE IT RESOLVED to approve the 2014-2015 NJ Quality Single Accountability Continuum (NJQSAC) Statement of Assurance.



- F. BE IT RESOLVED to approve to submit the Progress Targets Action Plan to the County Office of Education.
- G. BE IT RESOLVED to approve that the Shared Services Agreement between Kingsway Regional Board of Education and the South Harrison Board of Education for the Kingsway Regional Board of Education to provide child study team supervisory services to the South Harrison Board of Education, in accordance with the Uniform Shared Services and Consolidation Act, be approved, for the period of December 1, 2014 through June 30, 2015, as recommended by the Superintendent of Schools, and that the Board President and Secretary be authorized to execute a copy of the Agreement, and that a copy of such Agreement be part of the minutes on file in the Board Secretary's Office.

L-9 Policy:

A. First Reading/Introduction:

The following policies and/or regulations are recommended for first reading for revision and/or adoption:

1. (NONE)

B. Second Reading/Adoption:

1. (NONE)

M-1 Curriculum & Instruction

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          |
|-----------------------------|-----------------|---|--------------------------------------|--------------------------------|---------------------------|
| Post Concussion Syndrome    | Cherry Hill, NJ | 11/14/14  | Bethany Bakley                       | Keep current On student issues | 189.00                    |
| Indoor Air Quality Training | Clayton, NJ     | 1/9/15  | Bethany Bakley                       | Address IAQ Matters            | No Cost                   |
| NJASL 2014 Conference       | Long Branch, NJ | 10/27/14  | Gail Bram                            | Technology Needs               | 95.00                     |
| AIMSWEB Administration      | Audubon, NJ     | 9/25/14   | Elisabeth Henjes                     | RTI Program                    | No Cost                   |
| ELA PARCC                   | Sewell, NJ      | 10/10/14<br>10/24/14<br>12/5/14<br>1/6/15<br>1/30/15<br>TBA | Robert Rosenheim<br>Beverly Donofrio | PARCC Implementation           | \$800.00<br>Total for (2) |
| MATH PARCC                  | Sewell, NJ      | 10/22/14<br>12/3/14<br>1/21/15<br>2/25/14<br>3/18/14        | Samantha Michielle<br>Kathryn Tranz  | PARCC Implementation           | \$800.00<br>Total for (2) |
| PARCC Presentation          | Sewell, NJ      | 10/31/14  | Kathryn Fransko                      | PARCC Implementation           | No Cost                   |

| Title of Program  | Location       | Date(s)  | Attendee(s)     | Educational Purpose               | Cost to District |
|---|----------------|----------|-----------------|-----------------------------------|------------------|
| Helping Students Navigate Through Traumatic Events        | Sewell, NJ     | 11/18/14 | Kathryn Fransko | Positive Behavior Intervention    | No Cost          |
| Duties & Responsibilities of the Anti-Bullying Specialist | Sewell, NJ     | 12/1/14  | Kathryn Fransko | Info for Anti-Bullying Specialist | \$149.00         |
| 2014 Rutgers Governmental Accounting & Auditing Update    | Piscataway, NJ | 12/4/14  | Janine Wechter  | Annual Update                     | \$185.00         |

**Financial**

N-1 BE IT RESOLVED to approve budget transfers from August 1, 2014 through August 31, 2014 and September 1, 2014 through September 30, 2014.

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 months of August & September 2014. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of August & September 2014.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of August & September 2014. 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:

|      |                        |              |
|------|------------------------|--------------|
| P010 | Warrant Account        | \$ 38,447.97 |
| P011 | Payroll Agency/Warrant | \$ 18,045.92 |
| P012 | Warrant Account        | \$141,771.89 |
| P013 | Warrant Account        | \$ 2,255.00  |
| P014 | Warrant Account        | \$162,345.50 |
| P015 | Warrant Account        | \$ 44,080.00 |
| P016 | Payroll Agency Account | \$ 24,082.58 |
| P017 | Payroll Agency Account | \$ 16,857.58 |
| P018 | Payroll Agency/Warrant | \$ 17,872.58 |
| P019 | Payroll Agency         | \$125,003.04 |

**South Harrison Township Board of Education**

**Regular Meeting Minutes  
November 25, 2014**

|      |                 |              |
|------|-----------------|--------------|
| P020 | Payroll Agency  | \$114,845.32 |
| P021 | Warrant Account | \$688,873.55 |
| P022 | Warrant Account | \$688,873.55 |

Roll Call Vote:

Yes (6)

No (0)

Abstain (0)

**Public Participation: Recognition of Visitors for Comment - None**

**Old Business - None**

**New Business - None**

**Adjournment**

Motion by Mr. Talbot and second by Mr. Finnan to adjourn the meeting at 9:40pm.

Motion Carried

Respectfully submitted,  
Linda M DiStefano

Board Secretary