

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

Regular Meeting  
November 16, 2015  
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 August 7, 2015. 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, Janet Brown, Toni Buckley, Deborah Cunningham, Carole English, 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

Jim McShea

**E. Student Recognition**

A. Spotlight Students – October 2015

1 <sup>St</sup> Grade	Lucy DiCarlo
2 <sup>nd</sup> Grade	Samara McMahon
3 <sup>rd</sup> Grade	Ava Rusko
4 <sup>th</sup> Grade	Eleni Tsoplakis
5 <sup>th</sup> Grade	Luke Willetts
6 <sup>th</sup> Grade	Tyree Thomas

**F. Presentations**

Rob Iocona – Technology

**G. Public Participation**

Marilyn Acis – Question regarding disposal of modular classroom

**H. Executive Session**

**I. Approval of Minutes**

Motion by Buckley, second by Talbot, that the Board of Education amend the minutes for the October 19, 2015 meeting.

Motion carried unanimously

**BOARD OF EDUCATION MINUTES – 2****November 16, 2015**

Motion by Buckley second by Huggins, that the Board of Education approve the following amended minutes:

I-1      Date                      Type of Meeting  
October 19, 2015      Regular Meeting

Motion carried unanimously

**J.      Correspondence**  
None

Motion by Buckley, second by Huggins, that the South Harrison Board of Education approve the Superintendent's Recommendations as amended K-1 – K-2, L-1 – L-9, M-1, and N-1 – N-6.

**K.      Personnel**

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

Resolved that the following personnel recommendations be approved, as recommended by the Superintendent of Schools: *(Note: \*based on 2013-14 Salary Guides)*

Name	Position/ Position Code	Department (Location)	Guide/Step Salary	Reason	Term of Contract/ Effective Date
Gail Bram	Librarian &Technology Teacher	South Harrison	50 hrs. @ \$30.00 per hour = \$1,500	Summer Work	07/01/15 to 08/31/15

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
David Inzinna	Art Teacher	South Harrison	\$50,506 BA 2 +14	Correction due to incorrect Step Level	09/01/2015

**L.      General Administration**

L-1      Discussion Items

- 2016 – 2017 Budget Preparation
- Code of Conduct
- Stucco/Paint

L-2      Enrollment Report as of October 31, 2015:

A. Enrollment Report

**BOARD OF EDUCATION MINUTES – 3****November 16, 2015**

Grade Level	Current Totals	Prior Month Totals	June 30, 2015
PK3	7	7	9
PK4	14	13	9
K	49	49	44
1	44	44	48
2	49	48	49
3	51	51	57
4	56	56	62
5	61	61	53
6	54	54	56
<b>Resident Students</b>	<b>358</b>	<b>356</b>	<b>362</b>
<b>Choice Students</b>	<b>27</b>	<b>27</b>	<b>25</b>
<b>District Total</b>	<b>385</b>	<b>383</b>	<b>387</b>

**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									94.0	96.5
Pre-K 4	96.7	97.2									97.0	94.8
K	98.7	98.0									98.4	95.2
Average Pre-K & K	96.7	96.1									96.4	95.5
1	98.6	98.5									98.6	96.0
2	97.3	97.8									97.6	96.5
3	97.6	97.3									97.5	95.6
4	98.0	97.8									97.9	95.7
5	97.9	98.4									98.2	95.7
6	98.1	98.3									98.2	96.6
Average 1 - 6	97.9	98.0									98.0	96.0
Overall District Average	97.9	97.9									97.9	95.9

**L-3 Emergency Drills/Calls****A. Drills**

School / Date	Time	Drill Description
South Harrison October 7, 2015	Begin time: 3:02 End time: 3:05	Fire Drill

**BOARD OF EDUCATION MINUTES – 4****November 16, 2015**

School / Date	Time	Drill Description
South Harrison October 22, 2015	Begin time: 8:46 End time: 9:22	Evacuation Drill – Fire Drill to a stage 2 drill - evacuated to Municipal Building for Preschool to grade 2 and grades 3-6 to Church (St. John's)

L-4 Student Discipline, Violence/Vandalism, HIB as of October 31, 2015:A. Student Discipline, Violence/Vandalism, HIB

Infraction Reports	No. of Incidents this Month	2015-16 Total-To-Date
Detentions	0	0
Suspensions	0	0
Violence, Vandalism, Substance Abuse	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0

L-5 Educational Field Trips/Assemblies:

None

L-6 Programs/Other:

None

L-7 Policy:B. First Reading/Introduction:

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

1. None

C. Second Reading/Adoption:

The following policies are recommended for second reading and adoption:

1. None

L-8 Be it Resolved, that the South Harrison Township School District Board of Education approve the appointment of Inspira Health Network as the School Physician per agreement on file in the business office.

L-9 Be It Resolved, that the South Harrison Township School District Board of Education accept the resignation of School Board Member, Carole English as of December 31, 2015.

**M. Curriculum & Instruction**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:

**BOARD OF EDUCATION MINUTES – 5****November 16, 2015**

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Guided Math Conference	Cherry Hill, NJ	12/2/2015	Kathryn Tranz Sam Michielli	To support implementation of math curriculum	\$249 \$249 Title II
NJASP Winter Conference	East Windsor, NJ	12/4/15	Courtney Casey	To learn about best practices related to school psychology	\$160.34

**N. Finance**

N-1 BE IT RESOLVED to approve budget transfers for the 2015-2016 School Year:

To Account	From Account	Amount	Justification
11-190-100-500-70-050	11-000-217-100-05-012	\$500	Source4Teachers substitute placement services
11-190-100-500-70-050	11-000-222-100-50-012	\$1,600	
11-190-100-500-70-050	11-110-100-101-05-012	\$2,000	
11-190-100-500-70-050	11-120-100-101-05-012	\$20,000	
11-190-100-500-70-050	11-130-100-101-05-012	\$2,500	
11-190-100-500-70-050	11-190-100-106-05-012	\$2,500	
11-190-100-500-70-050	11-204-100-101-05-012	\$2,900	
11-190-100-500-70-050	11-215-100-101-05-012	\$1,000	
11-190-100-500-70-050	11-230-100-101-05-012	\$1,000	
11-000-270-512-80-056	11-000-270-511-80-056	\$200	Field Trip Transportation
11-190-100-500-05-021	11-000-262-107-05-010	\$15,000	Paraprofessional/Aide Staffing Services
11-190-100-500-05-021	11-230-100-106-05-012	\$1,400	
11-190-100-500-05-021	11-000-217-100-05-010	\$26,094	Substitute Placement and Paraprofessional Services
11-190-100-500-05-021	11-230-100-106-05-010	\$61,780	
11-190-100-500-05-021	11-215-100-106-05-010	\$10,327	
11-190-100-500-05-021	11-190-100-106-05-010	\$26,911	

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 August 2015 and September 2015. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of September 2015.
- B. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2015 and September 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:

Date	Amount	Type
08/01/2015	\$4,051.57	Payroll
08/18/2015	\$79.25	Bill List
9/1/2015	\$7,525.87	Payroll
9/3/2015	\$7,652.70	Payroll
9/16/2015	\$66.85	Bill List
9/30/2015	\$7,894.53	Payroll
10/15/2015	\$7,593.87	Payroll
10/26/2015	\$60,109.00	Bill List
10/30/2015	\$7,778.53	Payroll
10/30/2015	\$726.48	Payroll
11/4/2015	\$189,871.51	Bill List

N-4 Bid Award – Closed Circuit Cooler Repairs

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award a contract to the following for closed circuit cooler repairs per the results of open competitive bidding process:

Falasca Mechanical, Inc. \$144,000.00

N-5 2016-17 Comprehensive Maintenance Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the submission of the District's 2016-17 Comprehensive Maintenance Plan (CMP), which contains required maintenance activities that are reasonable to keep the school facilities open and safe for use in their original condition and maintain the validity of their warranties in accordance with N.J.A.C. 6A:26A-3.1.

N-6 Substitute and Paraprofessional Placement

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education award a contract for Substitute Placement and Paraprofessional Staffing Services as follows for the 2015-2016 school year:

Source4Teachers  
Mission One Educational Staffing Services, LLC

Substitute Placement Services  
Paraprofessional Staffing Services

Motion carried by the following roll call vote:

YES

NO

ABSTAIN

Cunningham

Brennan

Brown

Buckley

English

Brennan N-1 – N-6

English L-9

Huggins  
McShea  
Reilly  
Talbot

**O. Public Participation**

**P. Old Business**

Transportation Policy Discussion – Mrs. Buckley discussed various concerns with our current transportation policy and provided a synopsis of additional safety measures she would like implemented.

**Q. New Business**

**R. Adjournment of Meeting**

Motion by Huggins, second by English, that the Board of Education adjourn the meeting at 9:21 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary