

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

Regular Meeting
November 20, 2017
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:05 p.m. by President Brown.

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, 2017. 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, Laura Bruno, Toni Buckley, Deborah Cunningham, Janice Huggins, James McShea, Paul Tropea, Dr. James Lavender, Superintendent, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

Ron Reilly

E. Student Recognition

1 st Grade	Matthew Miranda
2 nd Grade	Riesse Stephan
3 rd Grade	Emma Campbell
4 th Grade	Elena Farro
5 th Grade	Evelyn Bowe
6 th Grade	Robert Johns

F. Presentations

F.1 Mr. Rosenheim, Mrs. Calandro – PARCC

G. Public Participation

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 7:57 p.m. prevailing time, for approximately 30 minutes as follows:

Item Discussion Item(s)* (Agenda to extent known)

1 Negotiations

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

The president reconvened the meeting at 9:28 p.m.

Motion carried unanimously

H. Approval of Minutes

Motion by Cunningham, second by Buckley

RESOLVED, that the South Harrison Township Board of Education approve the minutes of the following meetings:

	<u>Date</u>	<u>Type of Meeting</u>
I-1.	October 16, 2017	Regular Meeting
I-2.	October 16, 2017	Executive Session

J. Correspondence

Motion by Buckley, second by Huggins that the South Harrison Board of Education approve the Superintendent's Recommendations as follows K1-K2, L1-L4, M1 and N1-N8.

K. Personnel

K-1 Change of Status (Name change, rescind position, corrections, transfers, guide movement)

BE IT RESOLVED that the following changes in status be approved, as recommended by the Superintendent of Schools:

Name	Position	2017-2018 Salary/ Longevity	Reason	Effective Date
Bakely, Bethany	School Nurse	\$64,061	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Blazer, Argelia	Teacher of Spanish	\$53,909	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Bram, Gail	Media Specialist/ Computers	\$72,702/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Brown, Sarah	Teacher of 3rd Grade	\$51,299	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Caltabiano, Linda	Teacher of 1st Grade	\$58,001/\$200	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Carrozza, Natalie	Instructional Coach/ Interventionist	\$36,661 (60% FTE)	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Christ, Marylynne Yeager	Teacher of Art	\$44,721 (80% FTE)	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Conroy, Jane	Teacher of Special Education	\$51,919	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Corson, Amy	Learning Disabilities Teacher Consultant (LD/TC)	\$56,902	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Crouch, Shari	Teacher of 4th Grade	\$56,000	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Damminger, Jennie	Teacher of 2nd Grade	\$54,400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Derechinsky, Heather	Teacher of Special Education	\$53,100	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Devecchio, Jessica	Teacher of Kindergarten	\$54,400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm

Name	Position	2017-2018 Salary/ Longevity	Reason	Effective Date
Eschenbach, Nicole	Teacher of 2nd Grade	\$51,299	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Fretz, Christine	Teacher of Pre-school	\$60,101	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Grabas, Amanda	Teacher of Special Education	\$52,539	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Haslam, Courtney	Psychologist	\$53,700	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Henjes, Elisabeth	Teacher of 3rd Grade	\$55,150	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Kane, Jennifer	Teacher of Music	\$42,319 (80% FTE)	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Kenderdine, Susan	Teacher of 1st Grade	75,444/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
LaMalfa, Michele	Teacher of 6th Grade	\$56,521	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
LaPalomoto, Denise	Teacher of 2nd Grade	\$53,801	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Massing, Jessica	Teacher of 6th Grade	\$53,700	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
McLaughlin, Erin	Teacher of Special Education	\$51,299	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Michielli, Samantha	Teacher of 5th Grade	\$61,102	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Miles, Linda	Teacher of Kindergarten	64,501/\$200	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Narcisi, Timothy	Teacher of Physical Education	70,102/\$200	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Olsen, Carolyn	Teacher of 5th Grade	64,501/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Paolone, Marguerite	Teacher of 6th Grade	75,444/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Rohe, Jamie	Teacher of 4th Grade	62,201/\$200	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Sinor, Cherie	Teacher of Special Education	58,001/\$200	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Smith, Jennifer	Teacher of 5th Grade	\$63,202	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Sobeck, Sarah	Teacher of Special Education	\$51,299	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Tranz, Kathryn	Teacher of 4th Grade	75,444/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm
Travaglini, Krista	Reading Specialist/ Literacy Coach	\$72,702	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm

Name	Position	2017-2018 Salary/ Longevity	Reason	Effective Date
Wagner, Heidi	Teacher of 3rd Grade	75,444/\$400	Adoption of CBA Agreement	09/01/2017-06/30/2018 Ratify & Affirm

K-2 Leaves of Absence

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

Name	Position	Location	Reason	Effective Date
Shari Crouch	4 th Grade ELA Teacher	South Harrison	Medical Leave of Absence	12/15/2017-03/01/2018, Returning 03/02/2018 (Utilizing 47 sick days)

K-3 Collective Bargaining Agreement

Motion by Buckley, second by Bruno

BE IT RESOLVED, that the Collective Bargaining Agreement between the South Harrison Township Education Association and the South Harrison Township Elementary School Board of Education, be approved, with salary guides, for the period of July 1, 2017 through June 30, 2020, 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.

Motion carried with Brennan voting No and Cunningham and McShea Abstaining

L. General Administration

L.1. Discussion Items

- Guide to the Chief School Administrator Evaluation Process
- School Calendar Survey

L-2. Enrollment Reports as of October 31, 2017

Enrollment Report

Grade Level	Current Totals	June 30, 2016
PK3	7	10
PK4	11	10
K	42	43
1	43	55
2	53	46
3	50	53
4	51	51
5	49	57
6	59	58
Resident Students	341	358
Choice Students	24	25
District Total	365	383

Attendance Report

2017 - 2018 Monthly Average % of Students in Attendance

Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2017-2018 Average %	2016-2017 Average %	2015-2016 Average %
Pre-K 3	98.4	96.5									97.5	91.2	93.3
Pre-K 4	93.4	96.8									95.1	93.6	96.3
K	96.3	93.2									94.8	93.0	96.7
Average Pre-K & K	96.0	95.5									95.8	92.6	95.5
1	97.2	95.3									96.3	92.2	96.9
2	98.7	97.3									98.0	93.4	96.6
3	99.0	98.6									98.8	94.4	96.4
4	98.6	98.1									98.4	96.7	96.5
5	98.8	97.1									98.0	95.9	96.9
6	98.6	97.9									98.3	95.4	97.2
Average 1 - 6	98.5	97.4									97.9	94.7	96.7
Overall District Average	97.3	96.4									96.9	93.7	96.6

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison October 10, 2017	2:04 PM 2:35 PM	Evacuation Drill
South Harrison October 13, 2017	1:20 PM 1:22 PM	Fire Drill

L-4 Student Discipline, Violence/Vandalism, HIB as of October 31, 2017:

Infraction Reports	No. of Incidents this Month	2017-2018 Total-To-Date	2016-2017 Total
Detentions	2	2	20
Suspensions	0	0	2
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	0	0

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:

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
Employ Valid Math Assessments	Monroe NJ	1/30/2018	Natalie Carrozza	Understand PARCC related resources grades 3-5	\$187.81

Title of Program	Location	Date(s)	Attendee(s)	Educational Purpose	Cost to District
NJASP Winter Conference	East Windsor NJ	12/8/2017	Courtney Haslam	Workshops addressing ethical issues that arise for school psychologists and strategies to incorporate social emotional learning	\$175.00
Legal One Affirmative Action Officer Bundle	Monroe NJ	1/23-1/26/2018	Corinne Mesmer	Affirmative Action issues including harassment, discrimination, and student incidents	\$561.00

N. Finance

N-1 Line Item Transfers

BE IT RESOLVED, that the South Harrison Township School District Board of Education ratify the line item transfers listed below for the 2017-2018 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
20-280-100-500-40-045	20-280-100-600-05-021	\$2880	ReclasTitle IV Funds
11-105-100-101-05-010	11-215-100-101-05-010	\$59120	Reclass Pre-K program Salaries
20-231-100-100-050-020	20-231-100-600-40-045	\$1020	Title I Salaries
20-265-100-101-05-010	20-265-100-600-40-045	\$56,822	REAP Salaries, CST
11-000-219-104-05-016	11-000-219-320-05-044	\$300	Summer Hours, Copier
11-000-240-440-70-050	11-000-240-600-05-049	\$370	Lease, Policy Update
11-100-251-340-70-050	11-000-251-600-70-050	\$500	Services, Summer Hours
11-120-100-101-05-016	11-190-100-500-05-021	\$4150	
11-190-100-106-05-010	11-000-217-100-05-010	\$12155	Reclass Para Salaries
11-000-251-420-05-052	11-000-261-610-05-052	\$600	Repairs to Generator
11-000-251-420-05-052	11-000-262-420-05-053	\$600	
11-000-251-420-05-052	11-000-262-300-05-053	\$600	

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 30, 2017. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of August 30, 2017.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 30, 2017. 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:

8/31/82017	\$1,821.95	Bill List
11/14/2017	\$347,997.21	Bill List

N-4 Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the Student Activity Financial Report as of October 2017.

N-5 FURever As Friends Agreement

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an agreement with FURever As Friends Inc. for pet therapy for the 2017-2018 School Year. The annual School fee is \$200 for the initial therapy team assigned to the School and \$125 for each additional therapy team or class room assigned to the same School. The total fee for this agreement is \$200 which covers one two-hour S.M.I.L.E session per month.

N-6 2016-2017 CAFR

BE IT RESOLVED, that the South Harrison Township School District Board of Education accept the Comprehensive Annual Financial Report ("CAFR") for the fiscal year ended June 30, 2017 and related documents for submission to the Executive County Superintendent of Schools.

N-7 Synopsis and Summary of Annual Audit and Recommendations and Corrective Action Plan

WHEREAS, N.J.S.A. 18A-23.4 states that the Secretary of the Board of Education shall prepare a synopsis or summary of the annual audit and recommendations;

WHEREAS, the accounting firm of Homan Frenia Allison, P.C. audited the basic financial statements of the South Harrison Township School District for the fiscal year ended June 30, 2017 in accordance with the Generally Accepted Audit Standards issued by the Comptroller General of the United States;

WHEREAS, the accounting firm of Holman Frenia Allison, P.C. did not have any findings or recommendations for the fiscal year ended June 30, 2017;

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township School District Board of Education accept and approve the Audit Synopsis, summary of audit recommendations and corrective action plan for the fiscal year ended June 30, 2017.

N-8 2018-19 Comprehensive Maintenance Plan

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the submission of the District's 2018-2019 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.

O. Policy

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
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Brennan
Brown
Bruno
Buckley

Cunningham (K-1 only)

Huggins

McShea
Tropea

P. Old Business

Goal 1: Continue to ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (1) is aligned with the South Harrison’s Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair Paul Tropea

Motion by McShea, second by Cunningham

Goal 2: Social Equity. Understand and support the development of strategies and efforts to promote equity, diversity and a safe environment for all students. Strategic Plan II: Curriculum.

Major Activities:

1. Engage in school-wide book study on “Love and Logic” by Jim Fay and David Funk to better understand culturally responsible instruction.
2. Read and discuss scholarly articles such as “Everyday Antiracism: Getting Real About Race in School” and “Gender Equity and Educational Reform.”
3. Assess causes of inequity by reviewing relevant literature on institutional racism and class bias in public schools, as well as staff, student, and family behaviors, to identify factors that contribute to disproportionate rates of student success and participation, lack of diversity, and an unsafe environment.
4. Support administration’s efforts to create a social justice library to use books and articles from previous years with new groups of employees to ensure a sustainable culture of professional growth and collaborative learning.
5. Research and implement “best practices” regarding equity and diversity management utilized by other districts and organizations.
6. Assure that every child has the specific academic support necessary to be successful in school.

Motion carried by the following roll call vote:

YES NO ABSTAIN

Brennan
Brown
Bruno
Buckley
Cunningham
Huggins
McShea
Tropea

Q. New Business

R. Adjournment of Meeting

Motion by Huggins, second by Brennan, that the Board of Education adjourn the meeting at 9:57 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary