

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

Regular Meeting
April 25, 2018
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:03 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 10, 2018. 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

Janet Brown, Toni Buckley, Janice Huggins, Paul Tropea, Karen Urie-West, Dr. James Lavender, Superintendent, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

Deborah Cunningham, Laura Bruno, James McShea, Ron Reilly

E. Student Recognition

1st Grade	Brynn McDermott		
2nd Grade	Kenneth Ridgell	2nd Grade	Avrie McDermott (February)
3rd Grade	Ava Covely		
4th Grade	Arthur Richardson		
5th Grade	Gabriella Rosato		
6th Grade	Maggie Reinerth		

F. Presentations

F.1 Public Hearing on 2018-2019 Annual School Budget, Jason Schimpf

G. Public Participation

Carolyn Olson-Comments regarding the STOKES trip

H. Executive Session

I. Approval of Minutes

Motion by Urie-West, 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.	March 26, 2018	Regular Meeting

Motion carried unanimously

J. Correspondence

Motion by Buckley, second by Huggins that the South Harrison Board of Education approve the Superintendent’s Recommendations as follows K1, L1-L7, and N1-N8.

K. Personnel

K-1 Employment – Co-Curricular Workers

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

Name	Position	Location	Compensation	Reason	Effective Date
Cassie Borda	Home Instructor	South Harrison	\$30.00 per hour	Home Instruction Needed	4/26/18-06/30/2018

L. General Administration

L.1. Discussion Items

- School Funding
- School Security
- Superintendent’s Evaluation
- School Security Upgrades Estimated Cost

L-2. Enrollment Reports as of March 31, 2018:

A. Enrollment Report

Grade Level	Current Totals	June 30, 2017
PK3	8	10
PK4	12	10
K	42	43
1	43	55
2	52	46
3	50	43
4	51	51
5	50	57
6	59	58
Resident Students	341	358
Choice Students	24	25
District Total	365	383

B. 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	96.5	92.6	83.3	85.1	92.1				92.1	91.2	93.3
Pre-K 4	93.4	96.8	93.1	88.5	90.6	83.8	85.5				90.2	93.6	96.3
K	96.3	93.2	92.9	89.3	90.6	85.7	89.8				91.1	93.0	96.7
Average Pre-K & K	96.0	95.5	94.2	90.1	88.2	84.9	89.1				91.1	92.6	95.5
1	97.2	95.3	97.6	97.3	95.8	89.7	93.2				95.2	92.2	96.9
2	98.7	97.3	96.2	95.2	95.6	91.1	96.7				95.8	93.4	96.6
3	99.0	98.6	96.8	95.0	96.6	89.8	95.3				95.9	94.4	96.4

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 %
4	98.6	98.1	96.6	96.6	93.6	89.9	95.4				95.5	96.7	96.5
5	98.8	97.1	96.2	96.9	96.9	89.8	94.8				95.8	95.9	96.9
6	98.6	97.9	96.1	94.2	96.8	85.0	95.3				94.8	95.4	97.2
Average 1 - 6	98.5	97.4	96.6	95.9	95.9	89.2	95.1				95.5	94.7	96.7
Overall District Average	97.3	96.4	95.4	93.0	92.0	87.0	92.1				93.3	93.7	96.6

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison Friday, March 23, 2018	1:56 PM 1:59 PM	Fire Drill
South Harrison Wednesday, March 28, 2018	10:16 AM 10:21 AM	Shelter in Place

L-4 Student Discipline, Violence/Vandalism, HIB as of March 31, 2018:

Infraction Reports	No. of Incidents this Month	2017-2018 Total-To-Date	2016-2017 Total
Detentions	0	4	20
Suspensions	1	1	2
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	1	1	0

Resolved that South Harrison Township Elementary School District Board of Education accept the Harassment, Intimidation & Bullying report as submitted by the Superintendent of Schools for ending April 18, 2018:

Case Number	Date of Initial Report	Date of Report to Superintendent	Result of Investigation
SH 2	3/27/2018	4/9/2018	(3) Violation of Policy
SH 3	4/10/2018	4/18/2018	(1) Does Not Meet Definition

L-5 Educational Field Trips/Assemblies:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Educational Field Trips/Assemblies, as recommended by the Superintendent of Schools:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to the BOE	Cost to Students
1 st grade	Adventure Aquarium	6/13/2018	43	12	\$748.00– bus cost \$20.00 – parking fee	\$12.50 per student - admission

L-6 Programs/Other:

BE IT RESOLVED, to approve the 2018 NJ Quality Single Accountability Continuum(QSAC) District Improvement Plan (DIP).

L-7 Fundraisers:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following Fundraisers, as recommended by the Superintendent of Schools:

Program/Group	Purpose	Product/Service	Dates
South Harrison School	Raise funds to donate to the American Heart Association	Jump rope for the heart	3/25/2019 to 3/29/2019

M. Curriculum & Instruction

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
11-000-263-420-05-054	11-000-291-241-70-057	\$6000	Snow removal
11-000-217-600-05-044	11-000-219-320-05-044	\$2000	CST Mobile Stander
11-000-217-600-05-044	11-000-29-500-058-044	\$2222	
11-000-211-100-05-010	11-000-211-300-05-049	\$10	Salaries and Transportation
11-000-213-100-05-010	11-000-211-300-05-049	\$960	
11-000-251-100-70-010	11-000-211-300-05-049	\$160	
11-110-100-101-05-010	11-000-211-300-05-049	\$647	
11-000-213-100-05-012	11-000-211-300-05-049	\$223	
11-105-100-101-05-010	11-230-100-101-05-010	\$975	
11-120-100-101-05-010	11-230-100-101-05-010	\$37000	
11-000-270-515-80-056	11-230-100-101-05-010	\$17651	
11-000-230-332-30-050	11-000-230-331-30-050	\$1500	
11-000-230-610-30-047	11-000-230-331-30-050	\$1500	
11-000-251-340-70-042	11-000-251-600-70-050	\$300	
11-000-251-592-70-050	11-000-251-600-70-050	\$150	
11-190-100-440-05-050	11-150-100-320-05-049	\$100	
11-000-251-340-70-042	11-000-291-270-70-057	\$1200	
11-000-291-241-70-057	11-000-291-270-70-057	\$3263	
11-000-222-100-05-010	11-130-100-101-05-010	\$8000	
11-190-100-610-05-021	11-215-100-600-05-XXX	\$3020	Reclass Preschool Supplies
11-000-230-339-30-047	11-000-221-104-40-045	\$10000	Purchased Professional Services

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 January 31, 2018. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of January 31, 2018.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 31, 2018. 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:

4/17/2018	\$263,030.38	Bill List
2/28/2018	\$5,004.75	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 March 31, 2018.

N-5 Appointment of Risk Management Consultant for 2018-2019

WHEREAS, the South Harrison Township School District hereinafter referred to as DISTRICT, is a member of the Gloucester, Cumberland, Salem School District Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint The Barclay Group as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT’s Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

N-6 Fair Funding Action Committee Membership

WHEREAS, pursuant to the School Funding Reform Act (SFRA), the South Harrison Township Elementary School District Board of Education is an underfunded school district;

WHEREAS, attention must be called to the Commissioner of Education, legislators, and the Governor of the State of New Jersey, demanding that our public schools are funded equitably;

WHEREAS, the Fair Funding Action Committee is recognized as a statewide fair school funding activist organization with the ability to coordinate and connect other underfunded school districts statewide;

WHEREAS, the Fair Funding Action Committee’s objective is to achieve full and equitable school funding for all of New Jerseys Public Schools through the allocations of state school aide in accordance to SFRA, without applying adjustment aid (“Hold Harmless Aid”) or enrollment growth caps in time for Boards of Education to strike their next school budgets;

NOW THEREFORE, BE IT RESOLVED that the South Harrison Township Elementary Board of Education to become a member of the Fair Funding Action Committee.

N-7 Professional Appointment

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint the following professional (Fee schedules on file in the office of the Business Administrator) pursuant to NJSA 18A:18A-5(1):

Attorney:	Comegno Law Group, P.C.
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N-8 Adoption of the 2018-2019 Budget

a. Approval of the 2018-2019 Tentative Budget

Resolved, that the South Harrison Elementary School District Board of Education authorize the submission of the 2018-19 tentative budget as follows to the Executive County Superintendent of Schools:

Fund 10	\$5,253,014
Fund 20	\$ 139,000
Fund 40	<u>\$ 877,950</u>
 Total	 <u>\$6,269,964</u>

With \$3,273,966 to be raised in taxes for Fund 10 and \$708,896 to be raised in taxes for Fund 40. The total tentative tax levy for 2018-2019 is \$3,982,862.

b. Separate Proposal for additional funds

Resolved, that the South Harrison Elementary School District Board of Education authorize a separate proposal for additional funds in the amount of \$120,000 for the purpose of enhancing school security through the upgrade of the phone system and wireless infrastructure, purchase of school emergency response equipment and visitor management hardware and software, and various facility improvements that enhance school security. These proposed additional expenditures are in addition to those necessary to achieve the NJ Student Learning Standards and will not result in a permanent increase in the district's tax levy.

c. Travel and Related Expense Reimbursement

Resolved, that the South Harrison Elementary School District Board of Education may establish, for regular school district business travel only, an annual threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold is exceeded in the budget year (July 1 – June 30); and

Resolved, that the South Harrison Elementary School District Board of Education has elected to exclude travel expenditures supported by federal funds pursuant to N.J.A.C. 6A:23A-7.3(a)2; and

Resolved, that the South Harrison Elementary School District Board of Education authorizes travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3(a)1, to a maximum expenditure of \$10,000 for all staff and board of education members.

O. Policy

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
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- Brown
- Buckley
- Huggins
- Tropea
- Urie-West

P. Old Business

Board of Education Goals

Goal 1: Continue to ensure that all students are achieving at a high level as measured by various assessments utilized by the District. Goal (2) is aligned with the South Harrison's Strategic Plan: Vision 2018. Strategic Plan I:6, 7, 8. Chair Paul Tropea

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," "Gender Equity and Educational Reform," "Racism and Mental Health: Are Schools Hostile Learning Environments for Students of Color," and "Learning and Unlearning Racial Prejudice: The Role of Schools."
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.

Timeline: July 1, 2017 – June 30, 2018

Indicators of Achievement: Completion of all training sessions

Q. New Business

R. Adjournment of Meeting

Motion by Tropea, second by Urie-West, that the Board of Education adjourn the meeting at 8:47 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary