

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

Regular Meeting
December 17, 2018
7:00 p.m. Cafeteria

A. Call to Order

Meeting called to order at 7:00 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

Diane Barrett, Janet Brown, Laura Bruno, Toni Buckley, Deborah Cunningham (arrived at 7:25 pm), Janice Huggins, Joseph Talbot, Paul Tropea, Karen Urie-West (arrived at 7:15 pm), Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

None

E. Student Recognition

F. Presentations

G. Public Participation

Carrie Sell – Comments regarding school calendar for 2019-2020.

H Executive Session

Motion by Cunningham, second by Urie-West, 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 8:52 p.m. prevailing time, for approximately 30 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)* (Agenda to extent known)</u>
1	Student Privacy

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

The president reconvened the meeting at 9:36 p.m.

Motion carried unanimously

I. Approval of Minutes

Motion by Buckley, second by Cunningham

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.	November 19, 2018	Regular Meeting
I-2.	November 19, 2018	Executive Session

Motion carried unanimously

J. Correspondence

Motion by Cunningham, second by Buckley that the South Harrison Board of Education approve the Superintendent’s Recommendations as follows K1-K2, L1-L5, M1, and N-1-N7.

K. Personnel

K-1 Appointments and Reappointments

BE IT RESOLVED that the appointment(s) of the following staff member(s) be approved, as recommended by the Superintendent of Schools, contingent upon criminal history review clearance and issuance of appropriate certification(s) where applicable:

Name	Position	Location	Guide/Step Salary	Reason	Effective Date
Brittney Wagner	Secretary	South Harrison	\$37,128 (pro-rated)	Replacing Eileen Ferguson	01/02/2019-06/30/2019

K-2 Practicum, Student Teachers, Visitation, Volunteers, and Internships

BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be approved as recommended by the Superintendent of Schools:

Name	Institution	Reason	Cooperating Teacher	Subject	Grades	Dates of Placement
Zaria Weaver	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Tara Weitzman	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Calvin Williams	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Matthew Woods	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Seth Bermudez	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Jeremy Shoultz	Rowan University	Practicum	Tim Narcisi	PE/Health	K-5	2/14 & 2/21
Stephanie Murray	Liberty University	Practicum	Erin McLaughlin	Social Work	K-5	01/02/2019-05/30/2019

L. General Administration

L.1. Discussion Items

- 2019 – 2020 School Calendar
- National School Boards Association Annual Conference
- Shared Service Board Committee/Meeting
- Open Choice Seat for September 2019

L-2. Enrollment Reports as of as November 30, 2018
Enrollment Report

Grade Level	Current Totals	June 30, 2018
PK3	9	10
PK4	9	12
K	53	42

1	42	43
2	46	51
3	50	50
4	50	51
5	50	48
6	49	59
Resident Students	335	342
Choice Students	23	24
District Total	358	370

Attendance Report

2018 - 2019 Monthly Average % of Students in Attendance													
Grade Level	Sept %	Oct %	Nov %	Dec %	Jan %	Feb %	March %	April %	May %	June %	2018-2019 Average %	2017-2018 Average %	2016-2017 Average %
Pre-K 3	95.4	96.0	92.6								94.7	90.2	91.2
Pre-K 4	93.5	93.6	90.7								92.6	90.8	93.6
K	95.0	95.1	93.5								94.5	91.5	93.0
Average Pre-K & K	94.6	94.9	92.3								93.9	90.8	92.6
1	93.9	95.4	92.8								94.0	95.7	92.2
2	98.9	95.2	94.1								96.1	96.1	93.4
3	96.4	96.1	93.7								95.4	95.9	94.4
4	97.6	97.5	95.8								97.0	96.0	96.7
5	96.5	97.6	95.5								96.5	96.1	95.9
6	97.5	97.1	96.1								96.9	95.1	95.4
Average 1 - 6	96.8	96.5	94.7								96.0	95.8	94.7
Overall District Average	96.5	95.7	93.5								95.2	93.5	93.7

L-3. Emergency Drills/Calls

School / Date	Time	Drill Description
South Harrison Tues. November 20, 2018	10:10 AM 10:30 AM	Roundtable discussion with South Harrison Police with mock bomb threat
South Harrison Wednesday, November 28, 2018	9:40 AM 9:43 AM	Fire Drill

L-4 Student Discipline, Violence/Vandalism, HIB as of November 30, 2018:

Infraction Reports	No. of Incidents this Month	2018-2019 Total-To-Date	2017-2018 Total
Detentions	0	0	24
Suspensions	0	0	1
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	1	1

L-5 Fundraiser(s):

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

Program/Group	Purpose	Product/Service	Dates
Student Council	Collect and donate to Match Dog Rescue	Collection of gently used towels	1/7/2019 to 1/11/2019

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
NJMEA 2019	East Brunswick, NJ	2/21-2/23/2019	Jennifer Kane	This music conference will help with incorporate both reasoning skills and writing in music classes.	\$299.69

N. Financial

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 2018-2019 fiscal year as recommended by the Superintendent of Schools:

To Account	From Account	Amount	Justification
11-000-219-105-05-012	11-000-219-390-05-044	\$1500	CST Sub Secretary Salaries, BOE Workshop, Mail Machine Lease Increase, Supplies
11-000-230-585-30-050	11-000-230-530-60-051	\$600	
11-000-240-440-70-050	11-000-240-500-05-049	\$105	
11-190-100-610-05-021	11-190-100-610-40-021	\$200	
11-000-270-515-80-056	11-000-291-270-70-057	\$16500	Special Ed Transportation
11-000-223-580-05-021	11-120-100-101-05-020	\$600	AimsWEB Training
11-000-291-280-70-057	11-000-291-250-70-050	\$788	Tuition Reimbursement

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 31, 2018. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of August 31, 2018 and September 30, 2018.
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 31, 2018 and September 30, 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:

9/30/2018	\$4866.80	Bill List
10/23/2018	\$1000	Bill List
12/12/2018	\$258,379.76	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 November 30, 2018.

N-5 2017-2018 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, 2018 and related documents for submission to the Executive County Superintendent of Schools.

N-6 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, 2018 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, 2018;

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, 2018.

N-7 2019-2020 Budget Calendar

BE IT RESOLVED, that the South Harrison Township School District adopt the Budget Calendar for the 2019-2020 school year budget.

O. Policy

Motion carried by the following roll call vote:

YES NO ABSTAIN

- Barrett
- Brown
- Bruno
- Buckley
- Cunningham
- Huggins
- Talbot
- 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

Q. New Business

R. Adjournment of Meeting

Motion by Buckley, second by Huggins, that the Board of Education adjourn the meeting at 9:38 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf

School Business Administrator/Board Secretary