

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
March 18, 2019  
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 8, 2019. 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

David Asis, Diane Barrett, Janet Brown, Laura Bruno, Deborah Cunningham (arrived at 7:13 p.m.), Janice Huggins, Joseph Talbot (arrived at 7:30 p.m.), Paul Tropea, Karen Urie-West, Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

None

E. Student Recognition

1 <sup>st</sup> Grade	Presley Loveless
2 <sup>nd</sup> Grade	Brielle Hartman
3 <sup>rd</sup> Grade	Thomas Bitting
4 <sup>th</sup> Grade	Samantha Kline
5 <sup>th</sup> Grade	Gia Griscom
6 <sup>th</sup> Grade	Addison Wood

F. Presentations

F-1 R. Taylor Ruilova - Comegno Law - Ethics Training, March 18<sup>th</sup> 7:30 pm, Board Solicitor

F-2 Mr. Schimpf – 2019-2020 Tentative Budget

G. Public Participation

Lisa Hardman spoke on behalf of an employee who filed a grievance.

H Executive Session

Motion by Huggins, second by Cunningham, 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 7:22 p.m. prevailing time, for approximately 10 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)* (Agenda to extent known)</u>
1	Attorney/Client Privilege
2	Grievance Hearing

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

The president reconvened the meeting at 9:32 p.m.  
Motion carried unanimously

Motion by Cunningham, second by Talbot, that the Board of Education approve the following:

BE IT RESOLVED, that the South Harrison Township Board of Education uphold the decision of the Superintendent to deny grievance as presented to the Board of Education.

Motion carried by the following roll call vote:

YES	NO	ABSTAIN
	Asis	

- Barrett
- Brown
- Bruno
- Cunningham
- Huggins
- Talbot
- Tropea
- Urie-West

I. Approval of Minutes

Motion by Urie-West, second by Huggins

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. February 25, 2019	Regular Meeting

Motion carried unanimously

J. Correspondence

Motion by Bruno, second by Cunningham

BE IT RESOLVED, that the South Harrison Township Board of Education approve K-1 – K-2, L-1 – L-6, and N-1 – N-8 as follows:

K. Personnel

K-1 Resignations, Retirements & Terminations

Resolved that the following resignations, retirements & terminations be approved, as recommended by the Superintendent of Schools:

Name	Position	Location	Reason	Effective Date	Years of Service
Jennifer Kane	Teacher of Music	K-5	resignation	05/11/2019 (last day in building 05/10/2019)	1 year

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
Amy Danner	Learning Disabilities Teacher Consultant	K-5	maternity leave	05/16/2019-10/03/2019
Sarah Brown	Teacher	3 <sup>rd</sup> Grade	maternity leave	09/03/2019-01/29/2020

L. General Administration

L.1. Discussion Items

- 2019-2020 Tentative Budget
- Shared Services Meeting with Kingsway
- Mid-year Budget Review

L-2. Enrollment Reports as of February 28, 2019

Grade Level	Current Totals	June 30, 2018
PK3	9	10
PK4	9	12
K	53	42
1	41	43
2	46	51
3	50	50
4	51	51
5	50	48
6	48	59
Resident Students	334	342
Choice Students	23	24
District Total	357	370

**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	92.9	90.5	90.2					92.9	90.2	91.2
Pre-K 4	93.5	93.6	90.7	88.6	96.7	90.0					92.2	90.8	93.6
K	95.0	95.1	93.5	94.2	93.1	90.6					93.6	91.5	93.0
<b>Average Pre-K &amp; K</b>	<b>94.6</b>	<b>94.9</b>	<b>92.3</b>	<b>91.9</b>	<b>93.4</b>	<b>90.3</b>					<b>92.9</b>	<b>90.8</b>	<b>92.6</b>
1	93.9	95.4	92.8	93.5	93.8	90.9					93.4	95.7	92.2
2	98.9	95.2	94.1	94.3	92.5	91.7					94.5	96.1	93.4
3	96.4	96.1	93.7	95.9	94.5	92.9					94.9	95.9	94.4
4	97.6	97.5	95.8	96.4	94.3	92.8					95.7	96.0	96.7
5	96.5	97.6	95.5	96.1	94.8	93.8					95.7	96.1	95.9
6	97.5	97.1	96.1	94.0	94.1	92.4					95.2	95.1	95.4
<b>Average 1 - 6</b>	<b>96.8</b>	<b>96.5</b>	<b>94.7</b>	<b>95.0</b>	<b>94.0</b>	<b>92.4</b>					<b>94.9</b>	<b>95.8</b>	<b>94.7</b>
<b>Overall District Average</b>	<b>96.5</b>	<b>95.7</b>	<b>93.5</b>	<b>93.5</b>	<b>93.7</b>	<b>91.3</b>					<b>94.0</b>	<b>93.5</b>	<b>93.7</b>

L-3. Emergency Drills/Calls as of February 28, 2019:

School / Date	Time	Drill Description
South Harrison Twp. February 4, 2019	9:41 AM 9:48 AM	Code Blue Drill
South Harrison Twp. February 26, 2019	2:01 PM 2:04 PM	Fire Drill

**L-4 Student Discipline, Violence/Vandalism, HIB as of February 28, 2019:**

Infraction Reports	No. of Incidents this Month	2018-2019 Total-To-Date	2017-2018 Total
Detentions	1	3	24
Suspensions	2	2	1
Violence, Vandalism, Substance Abuse		0	0
Harassment/Intimidation/Bullying (Confirmed)	1	2	1

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 February 27, 2019:

Case Number	Date of Initial Report	Date of Report to Superintendent	Result of Investigation
SH 5	02/27/2019	02/27/2019	(3)Violation of Policy

**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
2 <sup>nd</sup> Grade	Academy of Natural Sciences	6/13/2019	46	12	\$756.00 – bus cost	\$12.00 per student

**L-6 Fundraisers:**

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

Program/Group	Purpose	Product/Service	Dates
5 <sup>th</sup> Grade Girl Scout Troop # 68112	Collecting of pet supplies.	Donate to Camden County Animal Shelter	4/8/2019 to 4/12/2019

**M. Curriculum & Instruction**

**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
11-000-291-270-70-057	11-000-100-565-50-044-050	\$35000	Health Benefits
11-000-291-270-70-057	11-000-213-300-05-049-050	\$3000	
11-000-291-270-70-057	11-000-216-320-05-044-050	\$10000	
11-000-290-270-70-057	11-000-217-320-05-044-050	\$5000	
11-000-290-270-70-057	11-000-219-390-05-044-050	\$10000	
11-000-290-270-70-057	11-000-230-530-60-051	\$5000	
11-000-290-270-70-057	11-000-251-240-70-050	\$5000	
11-000-290-270-70-057	11-000-261-610-05-052	\$6000	
11-000-290-270-70-057	11-000-262-420-05-053	\$8000	
11-000-290-270-70-057	11-000-262-622-05-050	\$25000	
11-000-290-270-70-057	11-190-100-500-05-021-050	\$10000	

To Account	From Account	Amount	Justification
11-000-219-600-05-044	11-000-219-390-05-044	\$2600	CST Conference Room Chairs

N-2 BE IT RESOLVED to approve the following:

- A. 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.
  
- B. 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:  
3/12/2019 \$315,300.26 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 February 2019.

N-5 Risk Management Agreement

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 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 2018-2019 SEMI Waiver

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve to request a waiver of participation in the Special Education Medicaid Initiative (SEMI) based on having fewer than 40 special education Medicaid eligible students for the 2019-2020 school year.

N-7 YMCA of Gloucester County

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the agreement for the YMCA of Gloucester County before/after care to use the facility for the 2019-2020 school year. The cost to the YMCA will be \$2,000.

N-8 Mantua Township Tuition Agreement 2018-2019

BE IT RESOLVED, that the South Harrison Township Board of Education approve the following tuition contract agreement on a sending basis for a McKinney Vento Student:

Receiving District: Mantua Township Public Schools  
Grade: 6  
Duration: 9/01/2018 - 6/30/2019  
Tuition Rate: \$13,312.00

Motion by Cunningham, second by Huggins

BE IT RESOLVED, that the South Harrison Township Board of Education approve N-9

N-9 2019-2020 Tentative Budget

a. Approval of the 2019-2020 Tentative Budget

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve and authorize the submission of the 2019-20 tentative budget as follows to the Executive County Superintendent of Schools:

General Fund (10)	\$5,232,911
Special Revenue Fund (20)	\$ 134,000
Debt Service Fund (40)	<u>\$ 877,200</u>
 Total All Funds	 <u>\$6,244,111</u>

With \$3,367,413 to be raised in taxes for Fund 10 and \$708,291 to be raised in taxes for Fund 40. The total tentative tax levy for 2018-2019 is \$4,075,704.

WHEREAS, the South Harrison Elementary School District Board of Education recognizes the need utilize an adjustment for an increase in health care costs in the amount of \$27,968 to increase the general fund tax levy above the two percent (2%) cap; and

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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 of expenditure of \$25,000 for all staff and board of education members.

b. Public Hearing

Be It Further Resolved to hold a public hearing on the 2019-2020 annual school budget at the regularly scheduled public meeting on Monday, April 29, 2019 in the South Harrison Elementary School Cafeteria, 904 Harrisonville Road, Mullica Hill, New Jersey.

Motion carried by the following roll call vote:

YES                                      NO                                      ABSTAIN

- Asis
- Barrett
- Brown
- Bruno

Cunningham  
Huggins  
Talbot  
Tropea  
Urie-West

O. Policy

Motion carried by the following roll call vote:

YES                      NO                      ABSTAIN

Asis  
Barrett  
Brown  
Bruno  
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

Goal 2. Oversee the 2019 strategic planning process to focus on identifying our District’s strengths/weaknesses, targeting critical issues, prioritizing annual goals and creating a process for monitoring and evaluating progress.

Goal 3. Create and implement a subcommittee to explore the long-term sustainability of our district.

Q. New Business

R. Adjournment of Meeting

Motion by Bruno, second by Huggins, that the Board of Education adjourn the meeting at 11:07 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary