

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
May 29, 2019  
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 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 (arrived at 9:08 p.m.), Diane Barrett, Janet Brown, Laura Bruno, Deborah Cunningham, Janice Huggins, Joseph Talbot, Paul Tropea (arrived at 7:15 p.m.), Karen Urie-West, Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

Laura Bruno

E. Student Recognition

1 <sup>st</sup> Grade	Ethan Hall
2 <sup>nd</sup> Grade	Domenic Nucifora
3 <sup>rd</sup> Grade	Isabella Heinz
4 <sup>th</sup> Grade	Nicholas Durso
5 <sup>th</sup> Grade	Emma Mazzeo
6 <sup>th</sup> Grade	Elizabeth "Lilly" Kline

F. Presentations

G. Public Participation

H. Executive Session

Motion by Huggins, second by Talbot, 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 7:47 p.m. prevailing time, for approximately 30 minutes as follows:

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

- |   |                       |
|---|-----------------------|
| 1 | Legal                 |
| 2 | Personnel - Grievance |

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

The president reconvened the meeting at 9:14 p.m.

Motion carried unanimously

I. Approval of Minutes

Motion by Talbot, 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. | April 29, 2019 | Regular Meeting        |
| I-2. | April 29, 2019 | Executive Session      |

Motion carried unanimously

J. Correspondence

Motion by Urie-West, second by Huggins

BE IT RESOLVED, that the South Harrison Township Board of Education approve K1 – K8, L1 – L6, M1 – M2, and N-1 – N-21 as follows:

K. Personnel

K-1 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure September 2, 2019 (unless otherwise noted)

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2019-20 school year be approved as recommended by the Superintendent of Schools:

\*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	2019-2020 Salary/Longevity
Courtney Haslam	MA	5	School Psychologist	09/02/2019	\$55,804
Jessica Massing	MA	5	6th Grade Teacher	09/02/2019	\$55,804
Erin McLaughlin	BA	6	5th Grade Teacher	09/02/2019	\$53,553
Krista Travaglini	MA	15	Reading Specialist	09/02/2019	\$77,194

K-2 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during the 2020-21 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2019-20 school year be approved as recommended by the Superintendent of Schools:

\*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	2019-2020 Salary/Longevity
Heather Derechinsky	MA	4	Special Education Teacher	09/02/2020	\$55,054
Jennifer Smith	MA	12	5th Grade Teacher	09/02/2020	\$69,194

K-3 Appointments and Reappointments - Non-Tenured Certificated Staff – Will receive tenure during 2022-23 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2019-20 school year be approved as recommended by the Superintendent of Schools:

\*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	2019-2020 Salary/Longevity
Sarah Keane	BA	2	Art Teacher (80% FTE)	09/05/2022	\$40,762

K-4 Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2019-20 school year be approved as recommended by the Superintendent of Schools:

\*All certified personnel are approved for Home Instruction on an as needed basis:

Name	Level	Step	Job Title	Tenure Date	2019-2020 Salary/Longevity
Bethany Bakley	BA+20	13	School Nurse	Tenured	\$70,453
Gail Bram	MA	15	Media Specialist	Tenured	\$77,194/\$400
Sarah Brown	BA	6	3rd Grade Teacher	Tenured	\$53,553
Linda Caltabiano	BA	11	1st Grade Teacher	Tenured	\$63,793/\$200
Shari Crouch	MA	8	4th Grade Teacher	Tenured	\$59,994
Jennie Damminger	MA	6	2nd Grade Teacher	Tenured	\$56,654
Amy Danner	MA	9	Learning Disabilities Teacher Consultant	Tenured	\$62,294
Jessica Devecchio	MA	6	Kindergarten Teacher	Tenured	\$56,654
Nicole Eschenbach	BA	6	2nd Grade Teacher	Tenured	\$53,553
Christine Fretz	BA	12	Preschool/PSD Teacher	Tenured	\$66,093
Amanda Grabas	MA	6	Special Education Teacher	Tenured	\$56,654
Elisabeth Henjes	MA	7	3rd Grade Teacher	Tenured	\$57,694
Susan Kenderdine	MA	15	1st Grade Teacher	Tenured	\$77,194/\$400
Michele LaMalfa	BA+10	10	6th Grade Teacher	Tenured	\$62,113/\$200
Denise LaPalomente	BA	9	2nd Grade Teacher	Tenured	\$59,193/\$200
Samantha Michielli	MA	11	5th Grade Teacher	Tenured	\$66,894
Linda Miles	BA	14	Kindergarten Teacher	Tenured	\$71,193/\$400
Timothy Narcisi	MA	15	Physical Education Teacher	Tenured	\$77,194/\$400
Carolyn Olsen	BA	14	5th Grade Teacher	Tenured	\$71,193/\$400
Marguerite Paolone	MA	15	6th Grade Teacher	Tenured	\$77,194/\$400
Jamie Rohe	BA	13	4th Grade Teacher	Tenured	\$68,593/\$200
Cherie Sinor	BA	11	Special Education Teacher	Tenured	\$63,793/\$200
Sarah Sobeck	BA	6	Special Education Teacher	Tenured	\$53,553
Kathryn Tranz	MA	15	4th Grade Teacher	Tenured	\$77,194/\$400

**K-5 Appointments and Reappointments – Non-Represented Staff Salaries**

BE IT RESOLVED that the appointment(s) and 2019-20 salary of the following non-represented staff member(s) be approved, as recommended by the Superintendent of Schools:

Name	Job Title	2018-2019 Salary	2019-2020 Salary	% Increase
Corinne Sannino	Principal	\$106,759	\$109,876	2.92%
Danielle Tanguay	Secretary	\$37,550	\$38,646	2.92%
Brittney Wagner	Secretary	\$37,128	\$38,212	2.92%
Elizabeth Wright	Secretary	\$37,674	\$38,774	2.92%
Laura Hoffman	Teacher Aide	\$12,497	\$12,862	2.92%

**K-6 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
Jane Conroy	Special Education Teacher	K-8	resignation	07/01/2019	7 years

**K-7 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	revised maternity leave dates	04/29/2019-10/03/2019 (was 05/16/2019-10/03/2019) Ratify & Affirm

**K-8 Employment – Co-Curricular Workers**

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

Name	Position	Grade Level	Compensation	Reason	Effective Date
Erin McLaughlin	Special Education Teacher	Lower Elementary	\$30/hr. not to exceed 60 hours	ESY	07/08/2019-08/08/2019
Sarah Sobeck	Special Education Teacher	Upper Elementary	\$30/hr. not to exceed 60 hours	ESY	07/08/2019-08/08/2019
Courtney Haslam	School Psychologist	All	\$30/hr. not to exceed 20 hours	CST Summer Work	06/25/2019-08/31/2019
Amanda Grabas	Special Education Teacher	All	\$30/hr. as needed	ESY Substitute Teacher	07/08/2019-08/08/2019

**L. General Administration**

**L.1. Discussion Items**

- Superintendent & BOE Evaluations
- End-of-Year Ceremonies
- Personnel Update

**L-2. Enrollment Reports as of as of April 30, 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	335	342
Choice Students	22	24
District Total	357	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	92.9	90.5	90.2	95.2	87.1			92.5	90.2	91.2
Pre-K 4	93.5	93.6	90.7	88.6	96.7	90.0	92.6	92.2			92.2	90.8	93.6
K	95.0	95.1	93.5	94.2	93.1	90.6	90.3	92.9			93.1	91.5	93.0
Average Pre-K & K	94.6	94.9	92.3	91.9	93.4	90.3	92.7	90.7			92.6	90.8	92.6
1	93.9	95.4	92.8	93.5	93.8	90.9	90.6	92.9			93.0	95.7	92.2
2	98.9	95.2	94.1	94.3	92.5	91.7	94.0	93.5			94.1	96.1	93.4
3	96.4	96.1	93.7	95.9	94.5	92.9	92.6	92.9			94.4	95.9	94.4
4	97.6	97.5	95.8	96.4	94.3	92.8	95.4	95.5			95.7	96.0	96.7
5	96.5	97.6	95.5	96.1	94.8	93.8	95.3	93.7			95.4	96.1	95.9
6	97.5	97.1	96.1	94.0	94.1	92.4	96.3	95.9			95.4	95.1	95.4
Average 1 - 6	96.8	96.5	94.7	95.0	94.0	92.4	94.0	94.1			94.7	95.8	94.7
Overall District Average	96.5	95.7	93.5	93.5	93.7	91.3	93.4	92.4			93.7	93.5	93.7

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

School / Date	Time	Drill Description
South Harrison Tuesday, April 23, 2019	11:16 AM – 1:30 PM	Lockdown Drill – During Lunch
South Harrison Monday, 29, 2019	2:48 PM – 2:51 PM	Fire Drill

**L-4 Student Discipline, Violence/Vandalism, HIB as of April 30, 2019:**

Infraction Reports	No. of Incidents this Month	2018-2019 Total-To-Date	2017-2018 Total
Detentions	1	9	24
Suspensions	0	2	1
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	3	1

**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
6 <sup>th</sup> Grade	Kingsway Regional School District	5/15/2020 rain date 5/18/2020	50	4	\$0.00	\$0.00

L-6 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
Jump Rope for the Heart	Raise funds for the American Heart Association	Donate to American Heart Association	3/16/2020 to 3/20/2020

L-7 Settlement Agreement and General Release

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize a settlement agreement and general release with A.B. (“parent”) on behalf of minor children A.B. and C.B. per OAL Docket No. EDU 00787-2019 S.

M. Curriculum & Instruction

M-1. 5 Year Curriculum Cycle

BE IT RESOLVED, that the South Harrison Township School District approve the 5 Year curriculum writing cycle for the 2019-2020 School Year.

M-2. Go Math Pilot

BE IT RESOLVED, that the South Harrison Township School District approve the Go Math Pilot for the 2019-2020 School Year.

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
20-231-100-600-40-045	20-231-100-100-05-020	\$488	Additional Resources

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:

3/31/2019	\$5082.55	Bill List
5/15/2019	\$299950.86	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 April 30, 2019.

**N-5 Tax Levy Payments**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the tax levy payment schedule for the 2019-2020 school year:

Month	Fund 10	Debt Service	Total
July 10, 2019	\$ 673,482.60	\$236,097.00	\$ 909,579.60
August 10, 2019	\$ 244,902.76		\$ 244,902.76
September 10, 2019	\$ 244,902.76	\$236,097.00	\$ 480,999.76
October 10, 2019	\$ 244,902.76		\$ 244,902.76
November 10, 2019	\$ 244,902.76	\$236,097.00	\$ 480,999.76
December 10, 2019	\$ 244,902.76		\$ 244,902.76
January 10, 2020	\$ 244,902.76		\$ 244,902.76
February 10, 2020	\$ 244,902.76		\$ 244,902.76
March 10, 2020	\$ 244,902.76		\$ 244,902.76
April 10, 2020	\$ 244,902.76		\$ 244,902.76
May 10, 2020	\$ 244,902.76		\$ 244,902.76
June 10, 2020	\$ 244,902.80		\$ 244,902.80
<b>Total</b>	<b>\$3,367,413.00</b>	<b>\$708,291.00</b>	<b>\$4,072,704.00</b>

**N-6 Professional Service Appointments**

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint the following professionals per 18A:18A-5a.1 through June 30, 2020: (Fee schedules on file in the office of the Business Administrator).

- Attorney: Weiner Law  
Comegno Law Group, P.C.
- Architect of Record: Garrison Architects
- Engineer of Record: Federici and Aiken, P.A.
- Financial Advisor: Phoenix Advisors
- Bond Counsel: McManimon, Scotland & Bauman, LLC
- Risk Management Consultant: The Barclay Group
- School Physician: Inspira Medical Medical Group

**N-7 Medical Renewal Rates**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract through SHIF, to provide for a one (1) year renewal, effective July 1, 2019 through June 30, 2020 at the below listed monthly premiums:

Coverage	Aetna \$20 Bronze	Aetna \$10 Gold/Silver	Horizon Omnia
Employee	\$759	\$869	\$744
Employee & Spouse	\$1604	\$1902	\$1613
Employee & Child(ren)	\$1107	\$1270	\$1070
Family	\$1939	\$2226	\$1892

**N-8 Prescription Renewal Rates**

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract through SHIF, to provide for a one (1) year renewal, effective July 1, 2019 through June 30, 2020 at the below listed monthly premiums:

Coverage	\$10/\$20 Silver Plan	\$15/\$30 Bronze Plan	\$5/10 Gold Plan
Employee	\$288	\$253	\$396
Employee & Spouse	\$561	\$489	\$768
Employee & Child(ren)	\$346	\$305	\$477
Family	\$675	\$592	\$928

N-9 Dental Renewal Rates

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve a contract through SHIF with Delta Dental, to provide for a one (1) year renewal, effective July 1, 2019 through June 30, 2020 at the below listed monthly premiums:

Coverage	2019-2020
Employee	\$43
Employee +1	\$73
Employee +2 or greater	\$148

N-10 Transportation Renewals for 2019-2020 School Year

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the following transportation route renewal contracts for the 2019-20 school year pursuant to N.J.S.A. 18A:39-3:

Contractor	Route #	2018-2019 Per Diem	CPI % Increase	2109-2020 Per Diem	2019-2020 Annual Route Cost
B.R. Williams	SH 1	\$167.39	1.45	\$169.82	\$30,736.91
B.R. Williams	SH 2	\$167.39	1.45	\$169.82	\$30,736.91
B.R. Williams	SH 3	\$167.39	1.45	\$169.82	\$30,736.91
B.R. Williams	SH 4	\$167.39	1.45	\$169.82	\$30,736.91
B.R. Williams	SH 5	\$167.39	1.45	\$169.82	\$30,736.91

Contractor	Route#	Annual Cost 2018-2019	Annual Cost 2019-2020
Holcomb	SH7	\$18,797.48	\$19,070.04
Holcomb	SH8	\$18,412.04	\$18,679.01

N-11 Appointment of Representatives Requesting Federal and State Funds

BE IT RESOLVED, that the South Harrison Township School District Board of Education designate the Superintendent and Business Administrator/Board Secretary as the Board's agents to request state and federal funds pursuant to state and federal law for the period July 1, 2019 through June 30, 2020.

N-12 Designation of Superintendent: Transfer Authority

BE IT RESOLVED, that the South Harrison Township School District Board of Education appoint as provided by N.J.S.A. 18A22-8.1 amended, the Superintendent or designee, be designated to approve such line item transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regularly scheduled meeting of the Board of Education.

N-13 Procurement of Goods and Services Through State Contract

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve,

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Kingsway Regional School District Board of Education desires to authorize its purchasing agent, for the period July 1, 2019 through June 30, 2020, to make any and all purchases necessary to meet the needs of the school district throughout the school year,



NOW THEREFORE BE IT RESOLVED, that the Kingsway Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as awarded by said agency.

N-14 Designation of Official Website

BE IT RESOLVED, that the South Harrison Township School District Board of Education adopted as the official website of the district from July 1, 2019 through June 30, 2020:

[www.southharrison.k12.nj.us](http://www.southharrison.k12.nj.us)

N-15 Authorization to Pay Claims Between Meetings

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve authorization be granted to the School Business Administrator to pay claims between monthly meetings of the Board of Education and be ratified at its next regularly scheduled meeting in accordance with N.J.S.A. 18A:19-4.1 for the period July 1, 2019 through June 30, 2020.

N-16 District Travel Limitation for Regular Business Travel

BE IT RESOLVED, that the South Harrison Township School District Board of Education establish a maximum annual limitation of \$1,500 for regular business travel for staff members and board of education members in accordance with board policy 6471 and P.L. 2007 c. 53 for the period July 1, 2019 through June 30, 2020.

N-17 Establishment of Petty Cash Funds

RESOLVED, that authorization be granted for the establishment of the following petty cash accounts in accordance with board policy 6620 for the 2019-2020 school year:

Office	Amount	Custodian
Superintendent/SBA	\$200.00	Jason Schimpf

N-18 Appointment of Board Officials

RESOLVED, that the following Board Officials be appointed for the 2019-2020 school year:

- Board Secretary: Jason Schimpf
- Affirmative Action Officer: Corinne Sannino
- AHERA Compliance Officer: Larry Lore
- Indoor Air Quality Officer: Bethany Bakley
- Integrated Pest Management (IPM) Coordinator: Larry Lore
- Right to Know Contact Person: Larry Lore
- 504 Officer: Shanna Hoffman
- Public Agency Compliance Officer: Jason Schimpf
- Purchasing Agent/Threshold: Jason Schimpf/\$40,000
- Custodian of Public Records: Jason Schimpf
- Custodian of Student Records: Corinne Sannino
- Homeless Liaison: Shanna Hoffman
- DYFS Liaison: Shanna Hoffman
- Title IX Coordinator: Corinne Sannino
- Official for Investments and Wires: Jason Schimpf
- H.I.B. Coordinator: Shanna Hoffman
- H.I.B. Specialist: Courtney Casey

N-19 Adoption of Curriculum

BE It RESOLVED, that the South Harrison Township School District that all current written curriculum, courses, and textbooks of the District, on file in the office of the Superintendent, be adopted for the 2019-2020 school year.

N-20 Adoption of Chart of Accounts

RESOLVED, that the Uniform Minimum Chart of Accounts for New Jersey Public Schools be adopted for use for the 2019-2020 School Year.

N-21 ESS Contract 2019-2020 School Year

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve the contract with ESS for teacher substitute and paraprofessional services for the 2019-2020 school year.

O. Policy

Motion carried by the following roll call vote:

YES                      NO                      ABSTAIN

Asis  
Barrett  
Brown  
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 Huggins, second by Urie-West, that the Board of Education adjourn the meeting at 9:32 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary