

SOUTH HARRISON SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES

Regular Meeting  
June 17, 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

Janet Brown, Laura Bruno, Deborah Cunningham, Janice Huggins, Joseph Talbot, Karen Urie-West, Dr. James Lavender, Mr. Jason Schimpf, School Business Administrator/Board Secretary, and Mrs. Patricia Calandro, Chief Academic Officer.

Members Absent

David Asis, Diane Barrett, Paul Tropea

E. Student Recognition

F. Presentations

F.1. Dr. Hoffman: Special Education Program Spotlight

F.2. FUNdamental Integrative Training for Elementary School Students, Dr. Laura Bruno

G. Public Participation

H Executive Session I

Motion by Talbot, 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 7:34 p.m. prevailing time, for approximately 10 minutes as follows:

<u>Item</u>	<u>Discussion Item(s)*</u>
1	Legal

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

The president reconvened the meeting at 7:46 p.m.

Motion carried unanimously

Authorization to Execute Settlement Agreement

Motion by Talbot, second by Huggins

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the execution of a settlement agreement with A.K. and T.K., individually and on behalf of their minor child, P.K. as recommended by the Superintendent of Schools.

Motion carried unanimously

Executive Session II

Motion by Urie-West, second by Bruno, 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 7:50 p.m. prevailing time, for approximately 30 minutes as follows:

- Item Discussion Item(s)\*
- 1 Personnel

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

The president reconvened the meeting at 9:30 p.m.

Motion carried unanimously

Adoption of Superintendent Evaluation for FY19

Motion by Urie-West, second by Bruno

BE IT RESOLVED, that the South Harrison Township Board of Education approve the Superintendent Evaluation for FY19.

Motion carried unanimously

I. Approval of Minutes

Motion by Urie-West, second by Talbot

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.	May 29, 2019	Regular Meeting
I-2.	May 29, 2019	Executive Session

Motion carried unanimously

J. Correspondence

Approval of Agenda Items

Motion by Cunningham, second by Huggins

BE IT RESOLVED, that the South Harrison Township Board of Education approve K-1 – K-4, L-1 – L-5, and N-1 – N-9 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
Krista Travaglini	Literacy Coach	K-5	resignation	07/01/2019	3 years

K-2 Summer Assignments

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

Name	Position	Compensation	Hours	Reason	Effective Date
Maggie Paolone	Teacher	\$30/hour	Not to exceed 90 hours	Title 1 Summer Enrichment Program	7/1/2019-8/9/2019
Jennie	Teacher	\$30/hour	Not to exceed 70	Title 1 Summer	7/1/2019-

Name	Position	Compensation	Hours	Reason	Effective Date
Damminger			hours	Enrichment Program	8/9/2019
Beth Bakley	School Nurse	\$30/hour	Not to exceed 10 hours	Nurse Summer Hours	7/1/2019-8/30/2019
Gail Bram	Media Specialist	\$30/hour	Not to exceed 30 hours	Computer Summer Hours	7/1/2019-8/30/2019
Jennifer Smith	5 <sup>th</sup> Grade Teacher	\$30/hour	Not to exceed 25 hours	RTI Summer Work	7/1/2019-8/30/2019
Lisa Henjes	3 <sup>rd</sup> Grade Teacher	\$30/hour	Not to exceed 25 hours	RTI Summer Work	7/1/2019-8/30/2019
Jessica Massing	5 <sup>th</sup> /6 <sup>th</sup> Grade Science Teacher	\$30/hour	Not to exceed 25 hours	RTI Summer Work	7/1/2019-8/30/2019
Erin McLaughlin	Kindergarten Teacher	\$30/hour	Not to exceed 25 hours	RTI Summer Work	7/1/2019-8/30/2019
Jennifer Smith	5 <sup>th</sup> Grade Teacher	\$30/hour	Not to exceed 6 hours	Leadership Team	7/1/2019-8/30/2019
Lisa Henjes	3 <sup>rd</sup> Grade Teacher	\$30/hour	Not to exceed 6 hours	Leadership Team	7/1/2019-8/30/2019
Erin McLaughlin	Kindergarten Teacher	\$30/hour	Not to exceed 6 hours	Leadership Team	7/1/2019-8/30/2019
Amanda Grabas	Resource Rm Teacher	\$30/hour	Not to exceed 6 hours	Leadership Team	7/1/2019-8/30/2019

**K-3 Job Description(s) Approvals/Revisions**

BE IT RESOLVED that the following Job Descriptions(s) be approved as recommended by the Superintendent of Schools:

Reading Specialist/Instructional Coach

**K-4 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	Change/Correction	Reason	Effective Date
Laura Hoffman	Teacher Aide	\$12,933/year	Work days increased from 182 day to 183 days	09/03/2019-06/30/2020

**L. General Administration**

**L-1. Discussion Items**

- Strategic Plan
- Faculty & Staff Survey Results
- CSA/Board Evaluations

**L-2. Enrollment Reports as of May 31, 2019:**

Grade Level	Current Totals	June 30, 2018
PK3	9	10
PK4	9	12
K	53	42
1	41	43
2	45	51

Grade Level	Current Totals	June 30, 2018
3	50	50
4	50	51
5	49	48
6	48	59
Resident Students	332	342
Choice Students	22	24
District Total	354	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	91.9		92.4	90.2	91.2
Pre-K 4	93.5	93.6	90.7	88.6	96.7	90.0	92.6	92.2	91.6		92.2	90.8	93.6
K	95.0	95.1	93.5	94.2	93.1	90.6	90.3	92.9	94.9		93.3	91.5	93.0
Average Pre-K & K	94.6	94.9	92.3	91.9	93.4	90.3	92.7	90.7	92.8		92.6	90.8	92.6
1	93.9	95.4	92.8	93.5	93.8	90.9	90.6	92.9	93.3		93.0	95.7	92.2
2	98.9	95.2	94.1	94.3	92.5	91.7	94.0	93.5	94.8		94.3	96.1	93.4
3	96.4	96.1	93.7	95.9	94.5	92.9	92.6	92.9	94.8		94.4	95.9	94.4
4	97.6	97.5	95.8	96.4	94.3	92.8	95.4	95.5	95.6		95.7	96.0	96.7
5	96.5	97.6	95.5	96.1	94.8	93.8	95.3	93.7	95.5		95.4	96.1	95.9
6	97.5	97.1	96.1	94.0	94.1	92.4	96.3	95.9	94.9		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	94.8		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	93.8		93.8	93.5	93.7

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

School / Date	Time	Drill Description
South Harrison May 29, 2019	9:22 am 9:27 am	Fire Drill
South Harrison May 30, 2019	3:00 pm 3:04 pm	Shelter in Place

**L-4. Student Discipline, Violence/Vandalism, HIB as of May 31, 2019:**

Infraction Reports	No. of Incidents this Month	2018-2019 Total-To-Date	2017-2018 Total
Detentions	8	17	24
Suspensions	0	2	1
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying (Confirmed)	0	3	1

L-5. Comprehensive Equity Plan Needs Assessment and Development:

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan for School Years 2019-2020 through 2021-2022 Ratify & Affirm.

M. Curriculum & Instruction

N. Financial

N-1 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-2 Payment of Claims

BE IT RESOLVED, that the South Harrison Township School District approve the following bill lists:

6/12/2019	\$249,327.56	Bill List
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N-3 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 May 31, 2019.

N-4 Distribution of Net Returned Surplus Funds

WHEREAS, the South Harrison Township School District, hereinafter referred to as BOARD, participated as a member district of the Gloucester, Cumberland, Salem School Districts JIF, herein after referred to as FUND, for the FUND fiscal year beginning July1, 2015, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in the law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in the law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq, and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein as additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be release by the FUND is as shown below:

Dollar amounts of Surplus/(Additional Assessment) by FUND Fiscal Year  
Released by the FUND’s Board of Trustees- Valued as of June 30, 2018 Financial Position

Fund Fiscal Year	Total FUND Release	BOARD’s Share
<u>July 1, 2015 to June 30, 2016</u>	<u>\$100,000</u>	<u>\$561</u>
Subtotal Current Distribution	\$100,000	\$561
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$241,560	\$2,274
<u>Total Distribution Available</u>	<u>\$341,560</u>	<u>\$2.835</u>

, and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

Direct the FUND to forward a check for the BOARD’s full share to the BOARD

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD’s share of its Net Distributions as follows:

Forward a check in the full amount to the BOARD

N-5 Professional Medical Staffing, LLC Staffing Agreement

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an agreement with Professional Medical Staffing, LLC to provide temporary personnel on an as needed basis beginning July 1, 2019 and ending June 30, 2020.

N-6 Interlocal Service Agreement with Pittsgrove Township Public School District

BE IT RESOLVED, that the South Harrison Township School District Board of Education approve an interlocal agreement with the Pittsgrove Township Public School District for custodial services beginning July 1, 2019 through June 30, 2020.

N-7 Federal Grant Application Submission

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize the submission of applications for and acceptance of federal funds for the period July 1, 2019 through June 30, 2020 as follows:

I.D.E.A. Consolidated	\$65,249
I.D.E.A. Preschool	\$2,863
E.S.E.A. Title I	\$23,609
E.S.E.A. Title IIA	\$6,328
E.S.E.A. Title IV	\$10,000

**N.8 Shared Services Agreements with Kingsway Regional School District**

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education authorize shared services agreements for the following services with the Kingsway Regional School District for the period July 1, 2019 through June 30, 2020:

Technology	\$36,050
Facility Maintenance	\$61,800
Curriculum & Instruction	\$61,800
Child Study Team Management	<u>\$16,480</u>
Total Annual Services	\$176,130

**N-9 National School Lunch Program to Kingsway Regional School District**

BE IT RESOLVED, that the South Harrison Township Elementary School District authorize the transfer of its authority, duties, and obligations associated with the National School Lunch Program to the Kingsway Regional School District Board of Education for the period September 1, 2019 through June 30, 2020.

Motion carried by the following roll call vote:

YES            NO            ABSTAIN

Brown  
Bruno  
Cunningham  
Huggins  
Talbot  
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 9:32 p.m.

Motion carried unanimously

Respectfully Submitted,

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Jason Schimpf  
School Business Administrator/Board Secretary