

SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION
MINUTES

Regular Meeting
April 26, 2021
7:00 p.m. Virtual

A. Call to Order

Meeting called to order at 7:00 p.m. by President Bruno.

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, issues of January 7, 2021. The municipal clerk of the township has been duly notified and the requirements of posting of notices have been met.

D. Roll Call

Members Present

David Asis (arrived at 7:21 p.m.), Janet Brown, Laura Bruno, Deborah Cunningham, Carole English, Janice Huggins, Joan Pino-Talbot, Carrie Selb, Joseph Talbot, Dr. James Lavender Superintendent, Mr. Jason Schimpf, School Business Administrator/Board Secretary.

Members Absent

E. Student Recognition

| | |
|-----------------------|---------------|
| 1 st Grade | Jeremy Young |
| 2 nd Grade | Tanner Selb |
| 3 rd Grade | Ethan Hall |
| 4 th Grade | Nathan Frias |
| 5 th Grade | Ethan Brennan |
| 6 th Grade | Ava Covely |

F. Presentations

- F-1. Bob Dernham, Flooring Task Force
- F-2. Public Hearing 2021-2022 Budget

G. Public Participation

Jennifer McIlvaine question regarding the timeline for floor replacement, other funding source, comment on technology progress and question regarding revised budget initiatives.

Chris Taylor question regarding administrative costs

Traci Eisenhart thanked Dr, Hogan and staff and commented on Mrs. Caltabiano, asked to consider adding typing and computer safety to curriculum, asked about recess in September and wearing masks.

H. Approval of Minutes

Motion by Huggins, second by Pino-Talbot

RESOLVED, that the South Harrison Township Board of Education approve the minutes of the following meetings:

- H1. March 1, 2021 Special Meeting Minutes
- H-2. March 1, 2021 Executive Session Minutes
- H-3. March 8, 2021 Special Meeting Minutes
- H-4. March 8, 2021 Executive Session Minutes
- H-5. March15, 2021 Regular Meeting Minutes

H-6. March 15, 2021 Executive Session Minutes

Motion carried unanimously

I. Correspondence

Approval of Agenda Items

Motion by Brown, second by Huggins

BE IT RESOLVED, that the South Harrison Township Board of Education approve J1-J2, K2-K6, L1 and M1-M9 as follows:

J. Personnel

J-1 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 |
|-------------------|--------------------|----------------------|-----------------|--|
| Laura Battipaglia | Reading Specialist | SH Elementary School | Maternity Leave | Returning 5/14/2021 (Amended from previous return to work date of 5/17/2021) |

J-2. 2021-2024 Superintendent Contract

BE IT RESOLVED that Employment Contract between Scott Hogan, Superintendent of Schools and the South Harrison Township Board of Education, having been reviewed and approved by the Executive County Superintendent in accordance with N.J.S.A. 18A:7-8 (j) and NJAC 6A:23A-3-1(a), be approved, for the period of July 1, 2021 through June 30, 2024, and that the Board President and School Business Administrator/Board Secretary be authorized to execute a copy of the Agreement, and that a copy of such Agreement be part of the minutes on file in the Board Secretary’s Office.

K. General Administration

K.1. Discussion Items

- Kingsway/South Harrison Transition

K-2. Enrollment Reports as of March 31, 2021:

Enrollment Report

| Grade Level | Current Totals | June 30, 2020 |
|-------------------|----------------|---------------|
| PK3 | 1 | 6 |
| PK4 | 6 | 12 |
| K | 45 | 35 |
| 1 | 34 | 51 |
| 2 | 52 | 39 |
| 3 | 39 | 48 |
| 4 | 45 | 48 |
| 5 | 44 | 46 |
| 6 | 47 | 45 |
| Resident Students | 288 | 308 |
| Choice Students | 25 | 23 |
| District Total | 313 | 331 |

Attendance Summary

| Attendance Report School/Grade | Cohort A | Cohort B | Cohort AB | Virtual | Total |
|--------------------------------|----------|----------|-----------|---------|-------|
| South Harrison | | | | | |
| PK to 6 th Grade | 64 | 66 | 91 | 92 | 313 |
| % of Total | 20.44% | 21.08% | 29.07% | 29.39% | |

K-3. Emergency Drills/Calls

| School / Date | Time | Drill Description |
|----------------------------------|----------------------|-------------------------------|
| South Harrison March 5, 2021 | 11:34 AM 11:36 AM | Fire Drill Phase 2 – Cohort B |
| South Harrison March 12, 2021 | 12:44 PM 12:46 PM | Shelter in Place |
| South Harrison March 16, 2021 | 12:36 PM 12:38 PM | Fire Drill Phase 2 – Cohort A |

K-4 Student Discipline, Violence/Vandalism, HIB as of March 31, 2021:

| Infraction Reports | No. of Incidents this Month | 2020-2021 Total-To-Date | 2019-2020 Total |
|--|-----------------------------|-------------------------|-----------------|
| Detentions | 0 | 0 | 7 |
| Suspensions | 1 | 1 | 3 |
| Violence, Vandalism, Substance Abuse | 0 | 0 | 0 |
| Harassment/Intimidation/Bullying (Confirmed) | 0 | 0 | 1 |

K.5. HIB Investigation Report

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 March 31, 2021. (Encl. K-5).

| Case Number | Date of Initial Report | Date of Report to Superintendent | Result of Investigation |
|-------------|------------------------|----------------------------------|-------------------------|
| SH 001 | 03/27/2021 | 04/06/2021 | (2) Inconclusive |

K-6 Out of District Placement

Resolved that the following out of district placement(s) be approved and contracts executed by the school business administrator:

| Name | Location | Tuition | Dates |
|--------|---|---------------------|---------------------|
| #27161 | Brookfield Schools/Inspira Bridgeton | \$30/hour as needed | 3/15/2021-6/30/2021 |

L Curriculum & Instruction

L-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 |
|---|----------|----------------------|-----------------|--|------------------|
| NJASP Spring Conference – Addressing Implicit Bias Promoting Intercultural Competence | Virtual | Friday, May 14, 2021 | Courtney Haslam | Remain Current on best practices – Dual Discrepancies/Consistency Method for Special Education Eligibility | 225.00 |

M. Financial

M-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 2020-2021 fiscal year as recommended by the Superintendent of Schools:

| To Account | From Account | Amount | Justification |
|---|---|---|--|
| 11-000-213-100-05-012 11-000-230-332-30-050 11-000-266-610-05-051 | 11-000-213-300-05-042 11-000-263-420-05-054 11-000-263-420-05-054 | \$1500 \$5120 \$100 | Nurse Subs, Audit Services, and Security Supplies |
| 11-000-240-600-05-04-050 | 11-190-100-640-05-021-050 | \$2500 | Signs and Year-End Supplies |
| 11-000-230-530-60-051 11-000-251-330-70-050 11-000-216-320-05-044 | 11-000-291-270-70-057 11-000-291-270-70-057 11-000-240-1XX-05-010 | \$5330 \$13520 \$6451 | Purchased Services |
| 11-120-100-101-05-010 11-120-100-101-05-020 11-000-213-100-05-010 11-213-100-101-05-010 11-000-219-104-05-010 11-000-240-103-05-010 11-000-240-103-05-010 11-000-240-105-05-010 11-105-100-101-05-010 | 11-000-222-100-05-010 11-000-222-100-05-010 11-000-222-100-05-010 11-000-222-100-05-010 11-000-222-100-05-010 11-000-222-100-05-010 11-130-100-101-05-010 11-130-100-101-05-010 11-130-100-101-05-010 | \$61000 \$2000 \$1000 \$1500 \$500 \$1000 \$11000 \$5000 \$1000 | Salaries |

M-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 February 28, 2021. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of .
- B. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 28, 2021. 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.

M-3. Payment of Claims

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

4/22/21 \$408,101.85 Bill List

M-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, 2021.

M-5 Cooperative Pricing System Agreement 2021 through 2026

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E- Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

WHEREAS, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and

WHEREAS, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and

WHEREAS, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and

WHEREAS, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:

1. The products and services to be priced cooperatively may include, on an aggregated basis or not, digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools-NJ, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis.
2. The services and classes of services which may be designated by the participating local boards hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
3. The NJSBA, on behalf of all participating contracting units, shall, upon approval of the System's registration and upon the anniversary of the system's registration publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it, to include such information as:
 - a. NJSBA's full name and the fact that it may be soliciting competitive bids or informal quotations; and

- b. NJSBA's address and telephone number; and
 - c. The names of the participating contracting units; and
 - d. The State Identification Code for the Cooperative Pricing System, and
 - e. The expiration date of the Agreement.
4. Each of the participating local boards shall designate, in writing, to NJSBA, products and services to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
 5. The specifications shall be prepared and approved by NJSBA and no changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.
 6. A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by NJSBA on behalf of all of the participating local boards desiring to purchase products and services and some or all of the other services specified in this Agreement.
 7. NJSBA shall receive bids or quotations on behalf of all participating local boards. Following the receipt of bids, NJSBA shall review said bids and on behalf of all participating local boards, either reject all or certain of the bids or make one award to the lowest responsible bidder. This award shall result in the opportunity for individual local boards to enter into individual contracts with the successful bidder providing for the estimated aggregate quantities to be purchased during the term of the individual contracts.
 8. Upon determining to accept the bid provided through this Agreement, each participating local board shall:
 - a. Certify the funds available only for its own needs ordered;
 - b. Enter into a formal written contract directly with the successful bidder(s);
 - c. Issue purchase orders in its own name directly to successful bidder(s) against said contract;
 - d. Accept its own deliveries;
 - e. Be invoiced and receive statements from the successful bidder(s);
 - f. Make payment directly to the successful bidder(s) and
 - g. Be individually responsible for any tax liability associated with the individual contract.
 9. No participating local board in the Cooperative Pricing System shall be responsible for payment for any services ordered or for performance generally by any other participating local board. Each participating local board shall, accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

The provisions of paragraphs 7, 8 and 9 above shall be quoted or referenced and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

10. No participating local board in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.

11. NJSBA reserves the right to exclude any item or service from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or practicable.
12. NJSBA shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
13. This Agreement shall become effective upon signing, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for the duration of the Cooperative Pricing System's Registration with DCA unless any party to this Agreement shall give written notice of its intention to terminate its participation.
14. Additional local boards may from time to time, execute this Agreement by means of a Rider attached hereto, which addition shall not invalidate this Agreement with respect to the other signatories. NJSBA is authorized to execute the Rider(s) on behalf of the members of the Cooperative Pricing System.
15. All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned to the System by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
16. This Agreement shall be binding upon and enure to the benefit of the successors and assigns of the respective parties hereto.

M-6. Gloucester County Special Services School District Cooperative Transportation

BE IT RESOLVED, that the South Harrison Township School District approve participation in cooperative transportation for the 2021-2022 School Year with Gloucester County Special Services School District.

M-7 Resolution Appointing A Risk Management Consultant

WHEREAS, the South Harrison Township School District Board of Education 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.

M-8 Schools Health Insurance Fund

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of South Harrison Township Board of Educaiton, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD’s SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

M-9 Adoption of the 2021-2022 Budget

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education adopt the 2021-2022 budget as follows;

| | |
|---------------------------|------------------------|
| General Fund (10) | \$5,280,392 |
| Special Revenue Fund (20) | \$ 267,621 |
| Debt Service Fund (40) | <u>\$ 888,000</u> |
| Total All Funds | <u>\$6.436.013</u> |

With \$3,503,456 to be raised in taxes for Fund 10 and \$717,011 to be raised in taxes for Fund 40. The total tax levy for 2021-2022 being \$4,220,467.

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.

N. Policy

Motion carried by the following roll call vote:

| | | |
|-----|----|---------|
| YES | NO | ABSTAIN |
|-----|----|---------|

Asis

Brown

Bruno

Cunningham J-2

English

Huggins

Pino-Talbot

Selb

Talbot

O. 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 8:15 p.m. prevailing time, for approximately 10 minutes as follows:

| <u>Item</u> | <u>Discussion Item(s)</u> |
|-------------|---------------------------|
| 1 | Superintendent Contract |
| 2 | SHEA Negotiations |

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

The president reconvened the meeting at 8:28 p.m.

Motion carried unanimously

P. Old Business

Board Goals

Objective: Strive to provide all students with educational opportunities and learning programs that promote high levels of academic achievement, social-emotional competence, and guided preparation for the future.

1. Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
2. Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
3. Provide and monitor the effectiveness of research based social-emotional instructional programs to improve prosocial behaviors, social problem solving, and resilience/adaptability.
4. Provide regular updates (3x per year) on actions taken and outcomes delivered to improve the faculty and staff survey results.

Q. New Business

R. Adjournment of Meeting

Motion by Talbot, second by Brown, that the Board of Education adjourn the meeting at 8:43 p.m.

Motion carried unanimously

Respectfully Submitted,

Jason Schimpf
School Business Administrator/Board Secretary