

# **SOUTH HARRISON SCHOOL DISTRICT**

## **BOARD OF EDUCATION MINUTES**

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Date: January 22, 2024  
Time: 7:00 p.m.  
Location: Cafeteria  
904 Mullica Hill Road  
Harrisonville, NJ 08039

### **A. Meeting Called To Order**

### **B. Flag Salute**

### **C. Open Meeting Statement**

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of the Public Bodies at which any business affecting their interest is discussed or acted upon in accordance with the provision by having the date, time and place whereof posted in the South Jersey Times, the Harrisonville Post Office and with the Township Clerk.

### **D. Roll Call**

Laura Bruno, Joan Pino-Talbot, Toni Buckley, Cheryl Easterling, Janice Huggins, Jennifer McIlvaine, Joseph Talbot, Christian Albadine, School Business Administrator/Board Secretary, Steve Price, Chief School Administrator

#### Members Absent

Deborah Cunningham  
Carrie Selb

### **E. Student Recognition**

PreK	Cameron Lambe
Kindergarten	Tristan Adams
1st Grade	Emersyn Forosisky
2nd Grade	Scarlett Monaghan
3rd Grade	Hannah Laigaie
4th Grade	Peyton Nixon
5th Grade	Damon McMullin
6th Grade	Brayden Barry
Art	Vincent Sbraga
Physical Education	August Lin
World Cultures	Lauren Stowers
Music	Violet Terres

### **F. Presentations & Discussions**

### **G. Public Comment**

No public comments were made.

**H. Executive Session****I. Approval of Minutes**

Motion by Mrs. McIlvaine, seconded by Ms. Huggins

All in Favor? Aye

Abstained: 1- Dr. Buckley

Motion Carried

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

1. Regular Meeting Minutes from December 11, 2023
2. Reorganization Meeting Minutes from January 8, 2024

**J. Correspondence**Approval of Agenda Items

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve K-1 through N-10 as follows:

Motion to open discussion of agenda items.

Motion by Mrs. McIlvaine, second by Mrs. Pino-Talbot

All in Favor? Aye

**K. Personnel****1. Appointments and Reappointments- Non-Represented Staff Salaries**

BE IT RESOLVED, that the following motion be amended from original approval at the April 24, 2023 Board of Education meeting, to clarify that the following personnel recommendations are approved, as recommended by the Chief School Administrator to be paid with ESSER III Mental Health Funds account 20.487.200.100.05.020.050:

Name	Job Title	2022- 2023 Salary	2023-2024 Salary
Danielle Mullen	Lunch/ Playground Aide	\$14.13/hr	\$15/hr
Heather Randazzo	Lunch/ Playground Aide	\$14.13/hr	\$15/hr
Shelley Waddington	Lunch/ Playground Aide	\$14.13/hr	\$15/hr

2. High Impact Tutoring Stipend Positions

BE IT RESOLVED, that the following motion be amended from original approval at the November 13, 2023 Board of Education meeting, to clarify that the following Tutoring Stipend Positions, at \$4,000 per position, are to be paid for with the High Impact Tutoring Grant funds account 20.450.100.100.00:

Heather George	Sarah Sobeck
Michelle LaMalfa	Dennis Summerville
Stefanie Quinn	Kathryn Tranz
Janie Rohe	Alicia Whitehead

3. Appointments and Reappointments- Non-Represented Staff Salaries

BE IT RESOLVED, that the following personnel recommendations are approved, as recommended by the Chief School Administrator:

Name	Job Title	2023-2024 Salary
Tara (Tarryn) Megee	Lunch/ Playground Aide	\$15.13/hr

4. Resignations, Retirements & Terminations

BE IT RESOLVED, that the following resignations, retirements and terminations be approved, as recommended by the Chief School Administrator:

Name	Position	Location	Reason	Effective Date	Years of Service
Haley Wellington	Secretary	SHTES	Resignation	2/23/2024	<2

5. Leave of Absence

BE IT RESOLVED, that the following leave of absence be approved, as recommended by the Chief School Administrator. Sick, Family Leave and Child Rearing will support this request.

Name	Position	Location	Reason	Effective Date
Kristen Cade	Teacher	SHTES	Maternity Leave	4/2/2024-6/13/2024

**L. General Administration**1. Enrollment Reports as of December 31, 2023

## i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	53	13
		15
K	40	40
1	44	49
2	41	33
3	42	48
4	36	39
5	54	47
6	38	45
Resident Students	322	305
Choice Students	26	24
District Total	348	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison December 11, 2023	2:09 PM	Lock Down Drill
	2:16 PM	
South Harrison December 19, 2023	9:30 AM	Fire Drill
	9:38 AM	

3. Student Discipline, Violence/Vandalism, HIB as of December 31, 2023

Infraction Reports	No. of Incidents this Month	2023-2024 Total-To-Date	2022-2023 Total
Detentions	7	23	82
Suspensions	3	3	9
Violence, Vandalism, Substance Abuse	0	0	0
Harassment/Intimidation/Bullying Non-affirmed	0	0	1
Harassment/Intimidation/Bullying Affirmed	0	0	4

4. 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 Chief School Administrator:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to Students
1st Grade	Adventure Aquarium	5/01/2024	44	8	\$18.50

**M. Curriculum & Instruction**

1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb, Chairperson, reporting.

*Objective: Evaluate decisions that are data-driven and fiscally responsible that further support QSAC.*

**N. Financial**

1. Meeting of the Facilities & Finance Committee - Mrs. Pino-Talbot, Chairperson, reporting.

*Objective: Prioritize preventative maintenance needs to sustain safe operational facilities while maintaining a well-supported educational environment with fiscally responsible activity.*

2. BE IT RESOLVED to approve the following:
- i. Approval of Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2023. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of November 2023.
  - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2023. 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.
  - iii. November 2023 Line Item Transfers for the 2023-2024 fiscal year as recommended by the Chief School Administrator.
  - iv. 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.
  - v. 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.
3. Payment of Claims  
BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the following payment of bills:

1/31/24	\$574,372.22	January Bills
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4. Student Activity Financial Report

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the Student Activity Financial Report as of November 30, 2023.

5. Minimum Wage Increase

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the state mandated increase in minimum wage to \$15.13, effective January 1, 2024.

6. Participation in Roth 403(b)

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve to participate in a Roth 403(b) through Lincoln Investment.

7. Synopsis & Summary of Annual Audit

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;

WHEREAS, the accounting firm of Ford Scott & Associates, LLC audited the basic financial statements of the South Harrison Township School District for the fiscal year ended June 30, 2023 in accordance with the Generally Accepted Audit Standards issued by the Comptroller General of the United States;

NOW THEREFORE BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept and approve the Audit Synopsis for the fiscal year ended June 30, 2023.

8. New Jersey Department of Education Waiver Application

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the submission of the New Jersey Department of Education Waiver Application to expand its existing preschool program by adding one classroom. The classroom intended to become a preschool classroom does not have a bathroom in the classroom, however it is within the line of sight of the bathroom.

9. Use of Facilities

Motion to approve the South Harrison Basketball Association to use the MultiPurpose Room every Monday, from January 8, 2024 through March 18, 2024, during after school hours. Approval of the use of the MultiPurpose Room is based on the South Harrison Basketball Association meeting the following requirements:

- Submission of a prevention plan as outlined in NJDOH Document dated September 20, 2021
- Approval by the Chief School Administrator of that plan
- Signing of the Waiver Release for use of South Harrison Township Elementary School District facilities

10. Use of Facilities

Motion to approve the South Harrison PTO to use the Kitchen and Cafeteria February 1, 2024, during after school hours. Approval of the use of the Kitchen and Cafeteria is based on the South Harrison PTO meeting the following requirements:

- Submission of a prevention plan as outlined in NJDOH Document dated September 20, 2021
- Approval by the Chief School Administrator of that plan
- Signing of the Waiver Release for use of South Harrison Township Elementary School District facilities

11. ROD Grant Authorization

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the request to Authorize Execution and delivery of the Grant Agreement and to authorize the Delegation of Authority to the School Business Administrator for the supervision of the School Facilities Project. The estimated construction cost for Project # (05) 15-4880-050-23-R501 is \$585,000.00 with a 40% ROD Grant in the amount of \$234,000.00. The work to be completed includes the following improvements: Gym Roof and HVAC Replacement. Further authorize Garrison Architects to amend the district's Long-Range Facility Plan to include this project, and to authorize Garrison Architects to prepare bid specifications for this project for future advertisement.

ROLL CALL:

Roll Call Vote:

Aye - 7

Nay - 0

Motion Carried

Motion by Mrs. Pino-Talbot, second by Ms. Huggins to approve Motions K-1 through N-11.

**O. Policy**

1. Meeting of the Policy & Communication Committee - Mrs. Brown, Chairperson, reporting.

*Objective: Prioritize expectations and accountability pertaining to relevant policy updates that will support student learning in a safe environment, as well as effectively communicate with all stakeholders.*

**P. Old Business**

1. Board of Education Goals

Objective: 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.

**i. Instruction**

During the 2023-2024 school year, South Harrison Elementary School District will support and enhance student achievement through recognition of student successes that can be replicated. The administrative team will report to the Board of Education highlights of student success throughout the school year. Students will be publicly recognized and celebrated in school, on social media, and at Board of Education meetings.

**ii. School Culture**

The Board of Education will research the accomplishments of recent South Harrison Elementary graduates to highlight academic, vocational, and social preparedness by June 30, 2023. Using that data, the Board will strategically plan areas of emphasis for the future of the district.

**iii. Finance**

The Board of Education is committed to maintaining funding levels, accessing grants, and caring for and managing its assets. During the 2023-2024 school year, long-term forecasting will be done to plan for fiscal and physical management of the district. Recurring funding sources, grant opportunities, shared services, and other revenue-generating opportunities will be sought, investigated, and applied for to help direct the strategic plan for the future.

**Q. New Business****R. Executive Session****S. Adjournment**

Motion by Ms. Huggins, second by Mrs. McIlvaine, that the Board of Education adjourn the meeting at 7:47 PM.

Motion carried unanimously.

Respectfully submitted,

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Christian Albadine  
School Business Administrator