

**SOUTH HARRISON SCHOOL DISTRICT
BOARD OF EDUCATION MINUTES**

March 20, 2023
Regular Meeting.
7:00 PM Cafeteria

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

Members Present

Laura Bruno, Joan Pino-Talbot, Janet Brown, Deborah Cunningham, Carole English, Janice Huggins, Carrie Selb*, Joseph Talbot, Dawn Leary, School Business Administrator/Board Secretary, Steven Price, Chief School Administrator

Members Absent

Jennifer McIlvaine

*Carrie Selb arrived at 7:05 PM

E. Student Recognition

PreK	Tyson Robertson
Kindergarten	Charlotte McKeever
1st Grade	Axel Devecchio
2nd Grade	Cole Mickel
3rd Grade	Peyton Nixon
4th Grade	Cliff Perry
5th Grade	Brayden Mykulak
6th Grade	Zachary Wiernasz
Art	Stephen Mellen
Physical Education	Reese Emmett
World Cultures	Macy Lee

F. Presentations & Discussions

1. Preliminary Budget Presentation
2. Board Goals Update
3. Test Score Comparison

G. Public Comment

Cheryl Easterling stated she appreciated the scores shared by Mr. Price. She also said we need to remember we are in shared services and presentations would be nice. When looking at scores, other surrounding districts are a factor. With regards to involving the community she said she was happy to hear this. Filling the music teacher position is good. She stated she spoke to Gateway’s librarian as well as Pitman and found out neither district have librarians. They use volunteers. Training is involved. We should consider opening up the library.

Mr. Price stated he agrees and Dr. Bruno stated the board supports what’s best for their students.

H. Executive Session

1. Negotiations

I. Approval of Minutes

Motion by Mrs. Selb, seconded by Ms. Huggins.

Motion Carried

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

1. Regular Meeting Minutes from February 21, 2023

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. Pino-Talbot, second by Mrs. Selb

K. Personnel

1. Employment – Co-Curricular Workers

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

Name	Position	Hours	Compensation	Reason	Effective Date
Shari Crouch	Chorus	N/A	\$928	Appointment	9/1/2022-6/30/2023

L. General Administration

1. Enrollment Reports as of February 28, 2023
 - i. Enrollment Report

Grade Level	Current Totals	June 30, 2022
PK	43	13
		15
K	45	40
1	43	49
2	44	33
3	35	48
4	52	39
5	38	47
6	47	45
Resident Students	323	305
Choice Students	24	24
District Total	347	329

2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison February 8, 2023	1:47 PM 1:53 PM	Fire Drill
South Harrison February 24, 2023	1:51 PM 1:59 PM	Precautionary Lockdown

3. Student Discipline, Violence/Vandalism, HIB as of February 28, 2023

Infraction Reports	No. of Incidents this Month	2022-2023 Total-To-Date	2021-2022 Total
Detentions	15	59	26
Suspensions	0	6	17
Violence, Vandalism, Substance Abuse	0	0	3
Harassment/Intimidation/Bullying Non-affirmed	0	1	N/A
Harassment/Intimidation/Bullying Affirmed	1	3	9

4. 2023-2024 School Calendar

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the 2023-2024 School Calendar, as recommended by the Chief School Administrator.

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 Chief School Administrator:

Group	Event/ Destination	Date(s)	# of Students	# of Teachers/ Chaperones	Cost to Students
Kindergarten	Please Touch Museum	6/8/2023	46	15	\$17.00

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 February 2023. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of February 2023.
- ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of February. 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. February 2023 Line Item Transfers for the 2022-2023 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:

3/31/23	\$290,046.67	March 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 February 28, 2023.

5. Adoption of the 2023-2024 Tentative Budget

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve and authorize the submission of the 2023-2024 tentative budget as follows to the Executive County Superintendent of Schools:

2023-2024 School Year	Budget	Tax Levy
General Fund	\$5,313,249	\$3,644,995
Special Revenue	\$1,207,900	\$0.00
Debt Service	\$894,600	\$722,340
Total Base Budget	\$7,415,649	\$4,367,335

WHEREAS, the South Harrison Elementary School District Board of Education may establish, for regular school district business travel only, an annual threshold of \$1,500.00 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 \$25,000.00 for all staff and board of education members.

6. South Harrison Education Association

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the July 1, 2022 - June 30, 2025 South Harrison Education Association contract.

7. 2021-2022 CAFR

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education accept the Comprehensive Annual Financial Report (“CAFR”) for the fiscal year ended June 30, 2022 and related documents for submission to the Executive County Superintendent of Schools.

8. Synopsis & Summary of Annual Audit & Recommendations & Corrective Action Plan

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 and recommendations;

WHEREAS, the accounting firm of Holt, McNally & Associates audited the basic financial statements of the South Harrison Township School District for the fiscal year ended June 30, 2022 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, summary of audit recommendations and corrective action plan for the fiscal year ended June 30, 2022.

9. Use of Facilities

Motion to approve the Harrisonville Fire Company to use the Cafeteria and Playing Fields from 5/12-5/13/23, during after school hours. Approval of the use of the Cafeteria and Playing Fields is based on the Harrisonville Fire Company 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 Township Parks & Rec. to use the Kitchen and Cafeteria on May 6, 2023, during after school hours. Approval of the use of the Kitchen and Cafeteria is based on the South Harrison Township Parks & Rec. 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

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.*

Roll Call Vote:

Aye - 8

Nay - 0

Abstained - 2

Deborah Cunningham (N6)

Carrie Selb (N6)

Motion Carried

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 2022-23 School year, the administrative team will monitor the use of differentiated instruction in all grades and subject areas to ensure students of all ability levels are supported, enriched, and challenged. Administration will report results and highlights to the Board quarterly.
 - ii. School Culture***
The Board of Education wishes to promote positivity throughout the school district. This will be achieved over the remainder of the 2022-2023 school year in a variety of ways, including recognizing excellence in our Students, Families, Staff, and Community.
 - iii. Finance***
The Board of Education will attentively focus on long-range fiscal planning for 2023-24 and following school years. Planning will be in conjunction with the Administrative Team and staff to explore cost savings, alternative funding possibilities, and any other strategies to promote the overall success of our students and school district. A report of findings and suggestions will be completed by June 30, 2023.

Q. New Business

R. Executive Session

None at this time.

S. Adjournment

Motion by Ms. Huggins, second by Mrs. Selb, that the Board of Education adjourn the meeting at 8:41 p.m.

Motion carried unanimously.

Respectfully submitted,

Dawn L. Leary, RSBA, MBA, QPA
School Business Administrator/Board Secretary