

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

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May 23, 2022  
Regular Meeting  
7:00 p.m. Cafeteria

**A. Meeting Called To Order**

Meeting called to order at 7:01 p.m. by President Bruno.

**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, Jennifer McIlvaine, Carrie Selb\*, Joseph Talbot, Sarah Bell, School Business Administrator/Board Secretary, Scott Hogan, Chief School Administrator

\*Carrie Selb arrived at 7:32 p.m.

Members Not Present

None

**E. Student Recognition**

PreK	Brinkley Catalano
Kindergarten	Ella Taylor
1st Grade	Molly Lewis
2nd Grade	Luca Pulvirenti-Arosemena
3rd Grade	Landon McKeever
4th Grade	Lindberg Kelly
5th Grade	Annabelle Roth
6th Grade	Michael Asis
Art	Brayden Mykulak
Music	Violet Morris
Physical Education	Maximus Barrett
World Cultures	Riley Nixon

**F. Presentations & Discussions**

Welcome to the Interim Superintendent, Steve Price and Principal, Christine Connelly

**G. Public Comment**

Elisabeth Henjes [706 Harlequin Lane] posed a question regarding the Reduction in Force for the Teacher of Music. Dr. Hogan clarified that this is correct.

**H. Executive Session**

None at this time.

**I. Approval of Minutes**

Motion by Mrs. Pino-Talbot, second by Ms. Brown.

Abstained - 0

Motion Carried

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

1. Work Session Meeting Minutes from April 11, 2022
2. Work Session Executive Minutes from April 11, 2022
3. Regular Meeting Minutes from April 25, 2022.
4. Regular Meeting Executive Minutes from April 25, 2022

**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-6 as follows:

Motion to open discussion of agenda items.

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

**K. Personnel**

1. Leaves of Absence

BE IT RESOLVED, that the following leaves of absence be approved, as recommended by the Chief School Administrator:

Name	Position	Location	Reason	Effective Date
Amanda McCart	3rd Grade Inclusion Teacher	SHTES	Maternity Leave	8/31/2022- 12/23/2022

2. Practicum, Student Teachers, Visitation, Volunteers, and Internships

BE IT RESOLVED that the following Practicum, Student Teachers, Visitation, Volunteers and Internships, be approved as recommended by the Chief School Administrator:

Name	Institution	Reason	Cooperating Teacher	Subject	Grade	Dates of Placement
Stephanie Lotfy	Rowan University	Clinical Practice I & II	Jessica Devecchio	Early Childhood Education Prek-3	First	9/21/2022-12/14/2022 2 Days/Wk TBD and 1/17/2023-5/5/2023 Monday-Friday
Daniella Emrich	Rowan University	Clinical Practice I & II	Jennie Damminger	Elementary Education K-2	K	9/6/2022-12/14/2022 2 Days/Wk TBD and 1/17/2023-5/5/2023 Monday-Friday

3. Administrative Consultant

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve Steve Price to serve as Administrative Consultant at the rate of \$450/day, not to exceed five days, effective 5/24/2022 through 6/30/22.

4. Appointments and Reappointments - Tenured Certificated Staff

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2022-23 school year be approved as recommended by the Chief School Administrator:

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

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Bethany Bakley	BA+20	15	School Nurse	02/02/2011	\$77,753/\$200
Sarah Brown	BA	8	3rd Grade Teacher	09/02/2014	\$57,361.00
Linda Caltabiano	BA	13	2nd Grade Teacher	09/01/2007	\$69,543/\$200
Shari Crouch	MA	10	4th Grade ELA/S.S. Teacher	09/02/2010	\$65,062/\$200
Jennie Damminger	MA	8	Kindergarten Teacher	09/02/2016	\$60,462.00

Amy Danner	MA	11	LDT-C/Instuc. Coach	01/25/2019	\$67,462.00
Jessica Devecchio	MA	8	1st Grade Teacher	09/02/2020	\$60,462.00
Nicole Eschenbach	BA	8	2nd Grade Teacher	09/02/2012	\$57,361/\$200
Christine Fretz	BA	14	Preschool Teacher/SpEd	09/02/2011	\$72,293/\$200
Heather George	MA	6	Special Education Teacher	09/02/2020	\$57,127.00
Courtney Haslam	MA	7	Psychologist/Counselor	09/02/2019	\$58,172.00
Elisabeth Henjes	MA	9	Instructional Interventionist	09/02/2010	\$62,762/\$200
Sarah Keane	BA	4	Art Teacher	09/02/2022	\$52,471.00
Susan Kenderdine	MA	15	1st Grade Teacher	08/25/1995	\$78,994/\$400
Michele LaMalfa	BA+10	12	6th Grade Math/Science Teacher	09/02/2008	\$67,513/\$200
Denise LaPalomente	BA	11	2nd Grade Teacher	09/02/2008	\$64,361/\$200
Amanda McCart	MA	8	Special Education Teacher	09/02/2016	\$60,462.00
Erin McLaughlin	BA	8	Kindergarten Grade Teacher	09/02/2019	\$57,361.00
Timothy Narcisi	MA	15	Physical Education Teacher	01/02/2004	\$78,994/\$400
Carolyn Olsen	BA	15	5th Grade ELA/S.S. Teacher	09/01/2004	\$75,893/\$400
Jamie Rohe	BA	15	3rd Grade Teacher	09/01/2006	\$75,893/\$400
Cherie Sinor	BA	13	Special Education Teacher	09/01/2007	\$69,543/\$400
Sarah Sobeck	BA	8	Special Education Teacher	09/02/2018	\$57,361.00
Kathryn Tranz	MA	15	4th Grade Math/Science Teacher	09/01/1998	\$78,994/\$400

5. Appointments and Reappointments - Non-Tenured Certificated Staff –

Will receive tenure during 2023-24 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2022-23 school year be approved as recommended by the Chief School Administrator:

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

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Aimee Ferenz	BA	3	Teacher of Music (.60)	09/04/2023	\$31,182.60
Lisa Pessa	BA+20	5	Special Education Teacher	09/04/2023	\$55,081.00

6. Appointments and Reappointments - Non-Tenured Certificated Staff –

Will receive tenure during 2024-25 school year

BE IT RESOLVED that the appointment(s) of the following staff member(s) for the 2022-23 school year be approved as recommended by the Chief School Administrator:

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

Name	Level	Step	Position	Tenure Date	Salary/Longevity
Nicholas Deitz	BA	2	5th Grade Math/ Science Teacher	10/20/2024	\$51,571.00
Kathryn Ward	BA+20	4	6th Grade ELA/S.S. Teacher	09/02/2024	\$54,331.00

7. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2022-23 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2021- 2022 Salary	2022-2023 Salary	% Increase
Danielle Rice	Secretary	\$41,845.00	TBD	TBD
Brittney Wagner	Secretary	\$40,882.00	TBD	TBD
Elizabeth Wright	Secretary	\$41,483.00	TBD	TBD

8. Appointments and Reappointments – Non-Represented Staff Salaries

BE IT RESOLVED that the appointment(s) and 2022-23 salary of the following non-represented staff member(s) be approved, as recommended by the Chief School Administrator:

Name	Job Title	2021- 2022 Salary	2022-2023 Salary	% Increase
Dottie Coxe	Lunch/ Playground Aide	\$14.00/hr	\$14.00/hr	0
Shelley Waddington	Lunch/ Playground Aide	\$14.00/hr	\$14.00/hr	0

9. Appointments and Reappointments

BE IT RESOLVED that the appointment(s) of the following staff member(s) be approved, as recommended by the Chief School Administrator, contingent upon criminal history review clearance and issuance of appropriate certification(s) where applicable:

Name	Position	Location	Guide/ Step Salary	Reason	Effective Date
Christine Connelly	Building Principal	SHTES	\$105,000.00	Appointment	7/1/2022
Scott Hogan	Chief School Administrator	SHTES	N/A	Adjustment of resignation date	Final day of service will be 6/30/2022

10. 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
Renee Grabas	Lunch/ Playground Aide	SHTES	Resignation	6/14/2022	<1
Marianne VanVooren	Lunch/ Playground Aide	SHTES	Resignation	6/14/2022	<1

**11. Employment – Co-Curricular Workers**

BE IT RESOLVED that the following personnel recommendations be approved, as recommended by the Chief School Administrator, and funded with ESSER ARP - Evidence Based Summer Learning & Enrichment Grant funds:

Name	Position	Hours	Compensation	Reason	Effective Date
Sarah Sobeck	ESY Coordinator	9:00am - 12:00pm	\$1,333/Stipend	ESY	7/11/2022 - 8/11/2022
Sarah Sobeck	Teacher	9:00am - 12:00pm	\$30.00/hr	ESY	7/11/2022 - 8/11/2022
Lisa Pessa	Teacher	9:00am - 12:00pm	\$30.00/hr	ESY	7/11/2022 - 8/11/2022
Lisa Henjes	SSP Coordinator	9:00am - 12:00pm	\$1,333/Stipend	Summer School Program	7/11/2022 - 8/11/2022
Lisa Henjes	Teacher	9:00am - 12:00pm	\$30.00/hr	Summer School Program	7/11/2022 - 8/11/2022

**12. Reduction in Force**

WHEREAS, N.J.S.A. 18A:28-9 provides, in part, that a board of education may “reduce the number of teaching staff members employed in the district whenever, in the judgment of the board, it is advisable to abolish any such positions for reasons of economy or because of reduction in the number of pupils or of change in the administrative or supervisory organization of the district or for other good cause;” and

WHEREAS, due to reasons of economy, including, but not limited to significant reductions in State funding, and staffing in light of student enrollment, it is recommended to reorganize and restructure, and to abolish certain positions in order to fulfill the responsibility of providing a thorough and efficient education to the students of the South Harrison Township Elementary School District (the “District”); and

WHEREAS, based upon the foregoing, along with information provided by the Administration, the South Harrison Township Elementary School District Board of Education (the “Board”) finds it advisable to reduce the total number of staff in the District for the 2022-2023 school year through a reduction in force;

IT IS HEREBY RESOLVED by the Board as follows:

1. That the following positions are hereby eliminated as a result of a reduction in force: 2.5 positions:
  - a. 1 FTE - 5th Grade ELA
  - b. 1 FTE - 3rd Grade Teacher

- c. 0.5 - Teacher of Music
- 2. That the affected employees will promptly receive appropriate notification of their employment status.
- 3. That the Chief School Administrator is authorized to provide the necessary notification to the affected employees.

This resolution will take effect immediately on this 1st day of July 2022.

**L. General Administration**

- 1. Enrollment Reports as of April 30, 2022
  - i. Enrollment Report

Grade Level	Current Totals	June 30, 2021
PK3	12	1
PK4	15	6
K	40	45
1	49	35
2	33	52
3	48	39
4	39	46
5	47	44
6	45	48
Resident Students	304	291
Choice Students	24	25
District Total	328	316

- 2. Emergency Drills/Calls

School/ Date	Time	Drill Description
South Harrison April 22, 2022	2:41 PM 2:44 PM	Fire Drill
South Harrison April 29, 2022	10:31 AM 10:34 AM	Precautionary Lockdown Drill

- 3. Student Discipline, Violence/Vandalism, HIB as of April 30, 2022

Infraction Reports	No. of Incidents this Month	2021-2022 Total-To-Date	2020-2021 Total
Detentions	3	21	0
Suspensions	1	1	1
Violence, Vandalism, Substance Abuse	0	3	0
Harassment/Intimidation/Bullying (Affirmed)	1	4	0

4. HIB Findings

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education affirm the findings of HIB incidents #7-9 for the month of March which were found to be inclusive and HIB incident #10 for the month of April which was found to be a HIB as presented to the Board by the Superintendent.

**M. Curriculum & Instruction**

1. Meeting of the Curriculum & Instruction Committee - Mrs. Selb, Chairperson  
The committee did not meet this month.

*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  
The committee did not meet this month.

*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 April 2022. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of April 2022.
  - ii. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April. 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. April 2022 Line Item Transfers for the 2021-2022 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, the the South Harrison Township Elementary School District Board of Education approve the following payment of bills:

05/31/2022	\$295,542.83	May Payments
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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 April 30, 2022.

5. CJ’s Bus Service, Inc Transportation Contract

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education retroactively approve To From Transportation Route(s) as follows to CJ’s Bus Service, Inc. from 4/25/2022-6/17/2022.

Route	Per Diem	Total Cost
SH11	\$250	\$9,750

6. Gloucester County Special Services School District Contracts

BE IT RESOLVED, that the South Harrison Township Elementary School District Board of Education approve the contracts with Gloucester County Special Services School District for the 2022-2023 school for the following services:

Choice School Program	\$4.25 per Application
Nonpublic Aid-In-Lieu Program	\$4.25 per B6T

Roll Call Vote:  
 Aye - 9  
 Nay - 0  
 Abstained 1  
     Mrs. Cunningham (K-4)

Motion Carried

## O. Policy

1. Meeting of the Policy & Communication Committee - Mrs. Brown, Chairperson  
The committee did not meet this month.

*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. Student Achievement***  
Continue to offer and monitor the effectiveness of research based academic instructional programs and tiered remedial interventions in meeting with common core standards.
  - ii. Fiscal Responsibility and Accountability***  
Create a cost-effective budget that provides for educational resources and preventive maintenance options for ongoing facility improvement needs.
  - iii. Safety and Support***  
Provide and monitor the effectiveness of research-based social-emotional instructional programs to improve prosocial behaviors, social problem solving and resilience/adaptability.
  - iv. Teamwork, Professional Conduct and Civility***  
Ensure a culture of productivity and effectiveness that is driven by professional language, intent and behaviors that connect with the district-wide mission.
2. Dr. Lynch, Environmental Safety Management Corp - April MPR Floor testing

## Q. New Business

1. SREP (School Regionalization Efficiency Program) Grant  
Dr. Bruno brought to the attention of the public that at the last meeting the board approved to join Logan Township School District in applying for the SREP Grant which is a study of consolidation in which would result in a report with findings and recommendations.

2. Dr. Bruno asked the board members to form a sustainability subcommittee. The following members volunteered: Carrie, Joan, Janet, Janice.

Motion by Ms. Selb, second by Mr. Talbot, that the board of education approve to form a sustainability subcommittee.

Abstained - 0

Motion Carried

#### **R. Executive Session**

#### **S. Adjournment**

Motion by Mrs. Selb, second by Dr. English, that the Board of Education adjourn the meeting at 7:39 p.m.

Motion carried unanimously.

Respectfully submitted,

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Sarah J. Bell  
School Business Administrator/Board Secretary