

STONE HARBOR BOROUGH  
BOARD OF EDUCATION

AGENDA

January 11, 2023

Reorganization of the Board

&

Regular Board of Education Meeting



**V. ROLL CALL**

\_\_\_\_\_ Ms. Day      \_\_\_\_\_ Mr. Matreale      \_\_\_\_\_ Dr. McAllister  
\_\_\_\_\_ Mr. Ross      \_\_\_\_\_ Mrs. Scarpa (Avalon Rep)      \_\_\_\_\_ Mrs. Walters  
\_\_\_\_\_ Mrs. Kathleen Fox      \_\_\_\_\_ Ms. Fiori      \_\_\_\_\_ Dr. Renee Murtaugh

**VI. REORGANIZATION OF THE BOARD OF EDUCATION**

**A. Election of Officers**

1. President
2. Vice President

**B. Appointment of Committees**

**Current appointment**

Building and Grounds	Mr. Ross and Ms. Day
Curriculum	Mr. Ross and Ms. Day
Finance/Negotiations/Personnel	Ms. Day and Mr. Matreale
Policy	Mrs. Walter and Mr. Ross
School Climate/Safety/Wellness	Dr. McAllister and Mr. Matreale

**C. NJ School Board Representative / CMC School Board Association Representative / Executive Committee (Currently Mrs. Walters; Alternate Delegate – Mr. Matreale)**

NJ Delegate & Legislative Delegate (Currently Mrs. Walters)

**D. CODE OF ETHICS**

As required by the provisions of NJAC 6:3-1.3, discuss in open session, The Code of Ethics for School Board Members and review the adopted policies and procedures in order to acquaint and train Board Members in an understanding of the Code of Ethics. (handouts)

**VII. MINUTES**

It is recommended that the Board of Education approve the minutes of the Regular Meeting held on Wednesday, December 14, 2022. (Separate Minutes file)

**A. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT**



- Warrants paid in January, 2023 – January Bill List
- Authorize the Business Administrator to pay any additional bills due and owing for January, 2023 and may transfer funds as necessary so that no line item is over expended. A list of bills paid and transfers made will be presented at the next board meeting. (See pages 8-12)

**G. Budget Development Schedule**

It is recommended that the board approve the Budget Development Schedule for the 2023/24 budget. (see page 13)

**VIII. FOR YOUR INFORMATION –**

**IX. CHIEF SCHOOL ADMINISTRATOR’S REPORT (See pages 5-6)**

**X. FOR YOUR INFORMATION –N/A**

**XI. BOARD OF EDUCATION BUSINESS**

- B. Old Business
- C. New Business
- D. Committee Reports

**XII. PUBLIC COMMENT**

Members of the public are invited to address the Board concerning Board business matters of interest. If you wish to address the Board, when acknowledged please provide your name, address and share your comment. Issues that have not previously been considered through administrative channels shall not be considered by the Board. Comments will be considered and a response may be forthcoming if and when appropriate. The Board requests that all members of the public, be mindful of the rights of other individuals when speaking. If you choose to comment about staff, the Board does not endorse those comments nor will the Board be held liable for comments that are made by the public about staff members and that should a staff member consider your comments defamatory, that staff member retains all rights to pursue any legal remedies against the person making the comment.

**XIII. EXECUTIVE SESSION**

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session, from which the general public will be excluded, to discuss student placement, personnel, litigation, negotiations, or any other matter appropriate for this session. The results of this session will be made public immediately after or as soon thereafter as a decision is reached.

**IVX. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**VX. ADJOURNMENT**

**Stone Harbor CSA January 11, 2023**

**Policy**

- A. Motion to accept the Chief School Administrator’s Harassment, Intimidation, and Bullying Report for December, 2022.
  
- B. Motion to affirm the Chief School Administrator’s Harassment, Intimidation, and Bullying Report for November, 2022.
  
- C. Motion to approve the tuition rate of \$3,000 for the first child, \$2,750 for the second child, and \$2,250 for the third and subsequent children for nonresident K-8 students currently enrolled in the district for the 2023-2024 school year.
  
- D. Motion to approve the tuition rate of \$3,000 for all nonresident K-8 students new to the district in the 2023-2024 school year.
  
- E. Motion to approve the tuition rate of \$5,500 for nonresident Pre-K students for the 2023-2024 school year.
  
- F. Motion to approve the updated COVID 19 Safe Return to School Plan January 2023 update.
  
- G. Motion to accept the Atlanticare Healthy Schools Physical Activity Innovation Grant in the amount of \$1,000.00.
  
- H. Motion to approve the following facility request:

Requested By	Date(s)	Time	Room Requested	Purpose
Avalon Recreation Department	Tuesday-Friday January 3, 2023- January 31, 2023	3:30- 5:30pm	Gymnasium	3rd and 4th Grade Girls’ Basketball

**Stone Harbor CSA January 11, 2023**

I. Motion to approve attendance at the following trainings and programs:

Event	Date(s)	Location	Registration Fees	Mileage & Travel	Employee Name
Powerful Strategies for Strengthening Your Special Education Program to Better Support Your Students with Learning Disabilities	1/17/23 and 1/18/23	Virtual	\$545.00	N/A	Kara Brown Rebecca Hannings Ken Millevoi
Atlanticare Healthy Schools	1/11/23	Virtual	N/A	N/A	Antonio Martin Renee Murtaugh
CMC Prevention, Resource, Innovation, Development, and Education's 9th Annual Supports and Solutions Conference	1/27/2023	Avalon Links	N/A	N/A	Renee Murtaugh
Speech and Language Professional Development Series	1/27/23 2/10/23 3/10/23	Galloway, NJ	19 ETTC hours	TBD	Mari Coskey

**Personnel**

J. Motion to approve, upon the recommendation of the superintendent, the following individuals as per diem substitute teachers for the 2022-2023 school year.

<b>Substitutes</b>
Krista Salvadore

**Informational/Discussion**

- a. Enrollment Report
- b. Letter of Representation- Avalon and Middle Township
- c. Fire Drill: 12/07/2022 @10:30am
- d. Security Drill: 12/09/2022 @11:16 Lockdown attended by CMC Prosecutor's Office, Stone Harbor PD, and NJ DOE Office of School Security
- e. Internet Safety Presentation-CMC Prosecutor's Office

Stone Harbor School Update- Dr. Murtaugh

Stone Harbor Board of Ed

Transfers by Transfer Number

Start date 12/1/2022 End date 12/31/2022

TR#	Transfer Description	Amount	To Account	From Account
2368	12/01/22 Dec transfer	350.00	11-000-219-390-0 Other Purchased Prof&Tech Serv	11-000-222-600-0 Supplies and Materials
		350.00	Report Total	



Check Journal  
Rec and Unrec checks

Stone Harbor Board of Ed  
Hand and Machine checks

01/03/23 14:11

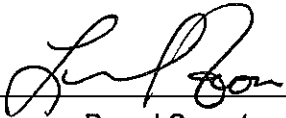
Starting date 11/29/2022

Ending date 11/29/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
D31822	11/29/22		1689	State Of NJ - Debt Service Adj	Debt Service Payments	366.00

**Fund Totals**

12	Capital Outlay	\$366.00
Total for all checks listed		\$366.00

Prepared and submitted by:   
Board Secretary

11/30/22  
Date

Starting date 12/15/2022      Ending date 12/15/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
F31863	12/15/22		1379	Stone Harbor Boe Agency Acct		4,407.62
F31864	12/15/22		0131	Stone Harbor Payroll		59,235.31

**Fund Totals**

10	General Fund	\$2,950.69
11	General Current Expense	\$54,650.41
20	Special Revenue Fund	\$1,170.00
70	Internal Service Fund	\$4,871.83
	<b>Total for all checks listed</b>	<b>\$63,642.93</b>

Prepared and submitted by:

  
Board Secretary

12/23/22  
Date

Starting date 12/23/2022

Ending date 12/23/2022

Chk#	Date	Rec date	Code	Vendor name	Check Comment	Check amount
F31865	12/23/22		1379	Stone Harbor Boe Agency Acct		4,275.92
F31866	12/23/22		0131	Stone Harbor Payroll		57,521.34

**Fund Totals**

10	General Fund	\$2,950.69
11	General Current Expense	\$54,384.74
20	Special Revenue Fund	\$1,505.00
70	Internal Service Fund	\$2,956.83
	Total for all checks listed	\$61,797.26

Prepared and submitted by:

  
Board Secretary

12/23/22  
Date

Batch Number	1	Current Payments	\$135,537.90	Batch Total
<b>0199</b>		<b>Adminpartners</b>	<b>\$250.00</b>	<b>Vend Total</b>
	P.O. #	300304 Compliance Monirting	\$150.00	PO Total
	P.O. #	300310 Annual Fee	\$100.00 P	PO Total
<b>0641</b>		<b>Albertson Companies</b>	<b>\$497.57</b>	<b>Vend Total</b>
	P.O. #	300301 B/ASA Supplies	\$379.07 P	PO Total
	P.O. #	300307 Supplies	\$118.50 P	PO Total
<b>1485</b>		<b>Amazon</b>	<b>\$263.97</b>	<b>Vend Total</b>
	P.O. #	300308 Laction Room Supplies	\$263.97	PO Total
<b>0221</b>		<b>Atlantic City Electric</b>	<b>\$3,224.95</b>	<b>Vend Total</b>
	P.O. #	300007 Electric	\$3,224.95 P	PO Total
<b>0190</b>		<b>Avalon Board Of Ed</b>	<b>\$111,871.60</b>	<b>Vend Total</b>
	P.O. #	300001 Recurring Tuition	\$40,500.00 P	PO Total
	P.O. #	300002 Teacher's Salaries	\$50,999.75 P	PO Total
	P.O. #	300003 Superintendent	\$10,528.40 P	PO Total
	P.O. #	300004 Business Administrator	\$6,088.60 P	PO Total
	P.O. #	300005 Lunch Account	\$3,754.85 P	PO Total
<b>0149</b>		<b>Casa Payroll Services</b>	<b>\$295.10</b>	<b>Vend Total</b>
	P.O. #	300010 Payroll	\$295.10 P	PO Total
<b>1321</b>		<b>CM3 Building Solutions, Inc.</b>	<b>\$2,377.50</b>	<b>Vend Total</b>
	P.O. #	300011 HVAC Maintenance	\$115.00 P	PO Total
	P.O. #	300012 Phone/Cell Centrll	\$187.50 P	PO Total
	P.O. #	300296 Cameras	\$675.00 P	PO Total
	P.O. #	300311 Cooling Repair	\$525.00 P	PO Total
	P.O. #	300314 East Wing Down	\$875.00 P	PO Total
<b>0358</b>		<b>CMC Special Services School District</b>	<b>\$1,100.00</b>	<b>Vend Total</b>
	P.O. #	300008 Itinerant Services	\$1,100.00 P	PO Total
<b>0966</b>		<b>Cole's Music Service</b>	<b>\$130.00</b>	<b>Vend Total</b>
	P.O. #	300252 Service	\$130.00	PO Total
<b>0665</b>		<b>Comcast</b>	<b>\$868.66</b>	<b>Vend Total</b>
	P.O. #	300013 Business Internet	\$788.50 P	PO Total
	P.O. #	300014 Comcast Xfinity	\$80.16 P	PO Total
<b>1911</b>		<b>Dave Moyer's Tree Service, LLC</b>	<b>\$3,600.00</b>	<b>Vend Total</b>
	P.O. #	300215 Remove dead trees/stumps	\$3,600.00	PO Total
<b>0217</b>		<b>Home Depot Credit Services</b>	<b>\$359.01</b>	<b>Vend Total</b>
	P.O. #	300315 Supplies	\$359.01	PO Total

Batch Number	1	Current Payments	\$135,537.90	Batch Total
<b>W240</b>		<b>Home Depot Pro - Institutional</b>	\$86.65	Vend Total
	P.O. # 300290	Maintenance	\$86.65	PO Total
<b>1732</b>		<b>Horizon Blue Cross/Blue Shield</b>	\$1,106.66	Vend Total
	P.O. # 300018	Dental Benefits	\$1,106.66	P PO Total
<b>0603</b>		<b>Middle Township Board Of Ed</b>	\$4,272.60	Vend Total
	P.O. # 300019	2022/2023 Tuition	\$4,272.60	P PO Total
<b>M707</b>		<b>Northeast Plumbing Services</b>	\$2,290.86	Vend Total
	P.O. # 300168	Replace Water Main Vale	\$2,290.86	PO Total
<b>1480</b>		<b>Pitney Bowes Global,LLC</b>	\$215.37	Vend Total
	P.O. # 300020	Postage Machine Lease	\$215.37	P PO Total
<b>0798</b>		<b>Seashore ACE</b>	\$18.13	Vend Total
	P.O. # 300309	Supplies	\$18.13	PO Total
<b>0733</b>		<b>Staples Credit Plan</b>	\$166.83	Vend Total
	P.O. # 300306	Supplies	\$166.83	PO Total
<b>1342</b>		<b>Sun Life Financial</b>	\$68.14	Vend Total
	P.O. # 300026	Life Insurance	\$68.14	P PO Total
<b>1370</b>		<b>Tracy Lisi - Petty Cash</b>	\$339.39	Vend Total
	P.O. # 300029	Petty cash account	\$339.39	PO Total
<b>E429</b>		<b>Weiner Law Group LLP</b>	\$165.00	Vend Total
	P.O. # 300305	Lawyer Fees	\$165.00	PO Total
<b>2050</b>		<b>Woodbine Board of Education</b>	\$1,969.91	Vend Total
	P.O. # 300028	Music Teacher Shared Services	\$1,969.91	P PO Total
<b>Total for Report =</b>			<b>\$135,537.90</b>	

## Tentative Budget Development Schedule

Number	Task	Person Responsible	Target Completion Date
1	Development of 2023-2024 Budget Preparation Schedule	Business Administrator	12/1/22
2	Update salary data per negotiated agreement and anticipated increase	Business Administrator	12/23/22
3	Prepare proposed salary, insurance, tuition, transportation and fixed cost figures	Business Administrator	1/14/23
4	Review enrollment and prepare projections for 2023-2024	Superintendent	1/15/23
5	Distribute 2023-2024 budget spreadsheets	Business Administrator	1/23/23
6	Meeting with Administrative Staff	Business Administrator, Superintendent,	1/26/23
7	Budget Development meeting with Finance committee	Superintendent/Business Administrator, board	1/31/23
8	Completion of the appropriations side of budget	Business Administrator	2/6/23
9	Final Budget Development meeting with administrative staff	Superintendent/Business Administrator	2/24/23
10	Review and analyze total budget	Business Administrator	3/3/23
11	Finalize budget proposal	Superintendent, Business Administrator	3/6/23
12	Board approval of budget for Submission to County Office	Board of Education	March 2023 Board Meeting
13	Submit adopted budget to County Supt of Schools (approximate)	Business Administrator	March 2023