

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, June 17, 2024 – 7:00 PM**

A G E N D A

I. Call to Order: The New Jersey Open Public Meeting Act of 1975 was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, Harrison Township Board of Education has caused notice of the meetings to be published by having the dates, time, and place thereof posted on the Harrison Township School District website, at the Harrison Township School Building, and mailed to the Township Municipal Clerk, the South Jersey Times, and the Courier Post.

The Regular Meeting of the Harrison Township Board of Education will be called to order at _____ p.m. on Monday, June 17, 2024.

II. Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

Attendance:

_____ Missy Peretti _____ Robert Scharlé _____ Other _____

III. Flag Salute: I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

IV. President’s Welcome:

Stabilization Aid BOE Presentation

V. Audience Participation I: The Board President will recognize those individuals who wish to comment on the agenda items. Please respect the following procedures:

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Identify the agenda item you wish to comment on.
- 4) Wait to be recognized before making your comments.
- 5) Limit your comments to specific items.

VI. Approval of Minutes:

It is recommended that the Board of Education approve the following action items:

1. Approval of minutes of the May 20, 2024 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)
2. Approval of the minutes of the May 28, 2024 Executive Session of the Board of Education. (*Attachment: Min. #2*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright
 - b. Curriculum – Stacey Muscarella
 - c. Personnel – Shannon Williams
 - d. Negotiations – Jennifer Bowen
 - e. Board Development – Todd Baron
2. Ad Hoc Committees
 - f. Public Relations – Alexis Rubino
 - g. School Safety – Shannon Williams
 - h. Shared Services – Marissa Straccialini
 - i. Transportation – Lou DiBacco
3. Delegate/Representative Reports (if any)

VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)

1. No items at this time.

IX. Business Administrator’s Report:

A. Finance

It is recommended that the Board of Education approve the following action items:

1. Appropriation Adjustment List for May 2024. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of May 2024. (*Attachment: Fin. #2*)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of May 2024. The Board Secretary certifies that no line item 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. (*Attachment: Fin. #3*)

4. 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.
5. 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:23-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
6. Payment of Bills:
 - a. May 2024 Ratified Bill List \$1,740,875.38 (*Attachment: Fin. #6a*)
 - b. June 2024 Bill List \$342,040.21 (*Attachment: Fin. #6b*)
7. Approval of the Report of 2024-2025 Anticipated Contracts as required by P.L. 2015 Chapter 47. (*Attachment: Fin. #7*)
8. Approval of Resolution to cancel old outstanding checks. (*Attachment: Fin. #8*)
9. Approval to comply with USDA and NJ Department of Agriculture Directive to set the student lunch price for the 2024-2025 school year as follows (10 cent increase – same increase as last year):

Student Lunch	\$3.25
Adult Lunch	\$4.20
Breakfast at PVS	\$2.00 (<i>a</i>)

(a) Required by State for 2024-2025
10. Consolidated Food Service Report for April 2024. (*Attachment: Fin. #10*)
11. Approval of the Resolution and Indemnity and Trust Agreement to renew our membership in the School Health Insurance Fund (SHIF) effective July 1, 2024 through June 30, 2027. (*Attachment: Fin. #11*)
12. Approval of the 2024-2025 Nonpublic Technology purchases of additional Chromebooks with Friends School (Nonpublic School).
13. Approval to revise the following substitute rate for the 2024-2025 school year:

Bus Driver	\$31.00 per hour (2 nd year rate or prior district experience)
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14. Approval of agreement for Gloucester County Special Services School District – CRESS to provide Professional Services (as needed) for the 2024-2025 school year.
15. Acceptance of the cash donation of \$2,000.00 from Fun & Fit Extended Care toward the purchase of a camera and basketball backboards at HTS. (*Attachment: Fin. #15*)

16. Approval of Resolution to adopt a revised tentative 2024-2025 budget for submission to the County Office for approval. (**Attachment: Fin. #16**)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

X. Superintendent's Report:

A. Personnel

The Superintendent recommends to the Board of Education the approval of the following action items:

1. Approval of the Step/Level Adjustment for Kelly Meagher from BA, Step 4 to BA+15, Step 5, with salary established at \$55,117.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.
2. Approval of the Step/Level Adjustment for Tydejah Roberts from MA, Step 2 to MA+30, Step 3, with salary established at \$57,437.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.
3. Approval of the employment of Emily Gigliotti, of Sewell, as a full-time teacher at Pleasant Valley School, effective September 1, 2024 through June 30, 2025 with a salary established at MA, Step 8 (\$67,038.00), plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (**Attachment: Pers. #3**)
4. Approval of the employment of Renee Gavio, current Substitute Teacher, as full-time Special Education Teacher, effective September 1, 2024 through June 30, 2025 with a salary established at MA, Step 7 (\$62,190.00), plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
5. Approval of the employment of Jessica Nguyen, current Long-term Substitute Teacher, as Long-term Substitute Teacher at Harrison Township School, during the absence of Christine Rivera for the period of September 1, 2024 through January 2, 2025, with salary established at BA, Step 2 (\$53,287.00) plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
6. Approval of Stephanie Dougherty, current Long-Term Secretary, as Pleasant Valley Principal Secretary, effective July 1, 2024 through June 30, 2025 with salary established at \$37,080.00 plus benefits.

7. Approval of the transfer of Nicole LaBuono, Administrative Secretary to the Chief Academic Officer, to Administrative Secretary to the Director of Student Services (CST), effective July 1, 2024.
8. Approval of Allegra Counsellor to conduct choir rehearsals outside the school day during the 2024-2025 school year at a rate of \$35.35 per hour, as negotiated agreement, not to exceed \$2,650.64.
9. Approval of the voluntary transfer of Julie Taylor, 5.0 hour/day General Aide to 3.25 hour/day General Aide at Harrison Township School.
10. Approval of the voluntary transfer of Karen Misuraco, 3.25 hour/day General Aide to 5.0 hour/day General Aide at Harrison Township School.
11. Approval of the employment of the following Summer IT Support effective June 1, 2024 through September 30, 2024 at the approved hourly rate:
 - a. Austin Shenk
 - b. Shane Shenk
 - c. Eliza Shenk
12. Approval of the employment of Andre Tull, of Woodbury, as a substitute summer custodian for the district on an as-needed basis, effective June 1, 2024 through September 30, 2024, pending receipt of required clearances.
13. Approval of the employment of the individuals appearing on the attached list as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective September 1, 2024 through June 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances. (*Attachment: Pers. #13*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

B. Education

It is recommended that the Board of Education approve the following action items:

1. Approval of Colleen Carroll to provide 2024 ESY Homebound OT services for student #28004 at a rate of \$75.00 per hour.
2. Approval of student #29014 to attend Larc School, Bellmawr, NJ for the 2024 Extended School Year (\$9,614.10); ESY Classroom Assistant (\$6,540.00); 2024-2025 School Year (\$57,648.60); and School Year Classroom Assistant (\$39,240.00).

3. Approval of the acceptance of student #5115155897 from Woodbury Heights School District into the Multisystem Disorder class for the 2024 Extended School Year (\$4,795.00); ESY Classroom Assistant (\$2,245.00); 2024-2025 School Year (\$31,212.00); and School Year Classroom Assistant (\$22,645.00).
4. Approval of Veronica Brattelli, OT, LLC to provide OT services for the 2024-2025 school year at a rate of \$88.00 per hour.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

C. Administration

It is recommended that the Board of Education approve the following action items:

1. Approval of the reimbursement of graduate tuition cost to Brenna Damminger following successful completion of the following courses through Walden University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
 - a. Algebraic Reasoning, Functions, and Equations – June 2024 through July 2024 - \$1,914.00
 - b. Creating an Effective Classroom Learning Environment – July 2024 through August 2024 - \$1,914.00
2. Approval of the reimbursement of graduate tuition cost to Jennifer Kotzen, following successful completion of the following courses through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
 - a. Foundations of Learning Disabilities – October 2024 through December 2024 - \$2,352.72
3. Approval of the amended job description for Supervisor of Instruction, Program and Assessment (**Attachment: Admin. #3**)
4. Approval of the amended job description for Central Office Administrative Secretary (**Attachment: Admin. #4**)
5. Approval of the amended 2024-2025 Student Attendance Calendar. (**Attachment: Admin. #5**)
6. Approval of the transportation department attendance stipend for the 2024-2025 school year.
7. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on May 21, 2024 at 2:10pm supervised by Karen Russo, Principal. All busses, drivers, and aides were in participation.

8. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Harrison Township School – May 23, 2024 (PM)
 - 2) Harrison Township School – June 12, 2024 (AM)
 - b. Fire Drill
 - 1) Pleasant Valley School – May 28, 2024 (PM)
 - 2) Harrison Township School – June 3, 2024 (PM)
 - 3) Pleasant Valley School – June 12, 2024 (AM)
 - c. Shelter in Place Drill
 - 1) Pleasant Valley School – June 14, 2024 (AM)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

D. Policy

It is recommended that the Board of Education approve the following action items:

1. No items at this time.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

E. Transportation

It is recommended that the Board of Education approve the following action items:

1. No items at this time.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

F. Buildings & Grounds

It is recommended that the Board of Education approve the following action items:

- 1. Upon the recommendation of the School Business Administrator and upon the advice of the board attorney, the Board of Education rejects all bids for the HVAC Control System pursuant to NJSA 18A:18A:-22 for the following reasons:

The basis of the bid rejection is that the bid was in excess for the scheduled budget for the project. The Board intends to substantially revise the specifications for the project and re-advertise.

- 2. Approval of the following groups to utilize the facilities for the 2024-2025 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Clearview Regional	11 PVS Classrooms	Summer School Programs
HTYB	HTS & PVS Gyms	Basketball

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

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_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

XI. New Business:

XII. Old Business:

XIII. Audience Participation II:

XIV. Recess into Executive Session (if necessary):

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. Action may be taken.

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XV. Out of Executive Session:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

XVI. Adjournment:

MOTION TO APPROVE: _____ **SECOND:** _____

Time: _____ **Voice vote:** _____

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY**

BOARD OF EDUCATION REGULAR MEETING

Monday, June 17, 2024 – 7:00 PM

AGENDA – Closed Session

1. Personnel