

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, January 22, 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, January 22, 2024.

**II. Roll Call:**

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ 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. 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.

**V. President’s Welcome:**

Ratify the appointment of Alexis Rubino to the Harrison Township Board of Education.

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

Administration of the Oath: Alexis Rubino by Robert E. Scharlé, Board Secretary

**VI. Approval of Minutes:**

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

- 1. Approval of minutes of the December 18, 2023 and January 2, 2024 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1a & 1b*)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Stacey Muscarella	_____

**VII. Committee Reports:**

- 1. Standing Committees
  - a. Finance –
  - b. Curriculum –
  - c. Personnel –
  - d. Negotiations –
  - e. Board Development –
- 2. Ad Hoc Committees
  - f. Public Relations –
  - g. School Safety –
  - h. Shared Services –
  - i. Transportation –
- 3. Delegate/Representative Reports (if any)

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

- 1. Letter from Kristin Piperno received January 3, 2024 re: retirement.
- 2. Letter from Lindsay Colletta received January 18, 2024 re: leave of absence.

**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 December 2023. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of December 2023. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2023. 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. December 2023 Ratified Bill List \$1,717,222.12 (*Attachment: Fin. #6a*)
  - b. January 2024 Bill List \$216,824.09 (*Attachment: Fin. #6b*)
7. Approval of Resolution of Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year. (*Pending information from the State of New Jersey*) (*Attachment: Fin. #7*)
8. Consolidated Food Service Report for October 2023. (*Attachment: Fin. #8*)
9. Approval of Resolution, after review and discussion, to accept the 2022-2023 Report of Audit. (No corrective action plan is necessary). (*Attachment: Fin. #9*)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**X. Superintendent’s Report:**

A. Personnel

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

1. Acceptance of the retirement of Kristin Piperno, Speech Language Specialist at Harrison Township School, effective July 1, 2024.
2. Approval of an unpaid leave of absence for Lindsay Colletta, Second Grade Teacher at Harrison Township School, tentatively effective February 12, 2024 through June 30, 2024 utilizing 12 weeks of FMLA with an expected return date of September 1, 2024.
3. Approval of the employment of Katie Morrison, current Substitute Teacher as Part-time Special Education Aide at Harrison Township School, effective January 23, 2024 at a salary established at Step 1 (\$21.60/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
4. Approval of the Step/Level Adjustment for Sloane Gandler from BA+15, Step 2 to MA, Step 3, with salary established at \$55,977.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.

5. Approval of the Step/Level Adjustment for Lisa Schreyer from MA+15, Step 12 to MA+30, Step 12, with salary established at \$91,056.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.
6. Approval of the employment extension of Jessica Nguyen, Long-term Substitute Teacher at Harrison Township School, through June 30, 2024, with benefits beginning February 1, 2024.
7. Approval of the employment of the following individuals as substitutes for the district on an as-needed basis, effective September 1, 2023 through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances:

Katelyn Boysen - Teacher	Ella DeVoe - Teacher
Nancy Dantzler – Transportation Aide	Isabella Marucci – General Aide
Vicki Westervelt - Teacher	Brendan Oswald - Custodian

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

**B. Education**

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	_____ Stacey Muscarella	_____

**C. Administration**

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

1. Approval of minor revisions to the Confidential Support Staff Employment Guidelines effective July 1, 2024.
2. Approval of the placement of Andrew Hulfish as mentor teacher to Jonathan Brand at Pleasant Valley School for a period of 20 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
3. Approval of the placement of Betsy Patterson as mentor teacher to Jennifer Ford at Harrison Township School for a period of 20 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.

4. Approval for Michael Federico to attend an online webinar: *School Based Occupational Therapists: Helping Your Students Overcome Learned Helplessness* on March 5, 2024 at a cost of \$279.00.
5. Approval of the reimbursement of graduate tuition cost to Olivia Langerhans following successful completion of the following courses through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
  - a. Reforming Organizations – January 2024 through March 2024 - \$2,793.87
6. Approval of the classroom observation placement of Isabella Marucci, West Chester University Student, with Nancy Marucci during the 2023-2024 school year.
7. Acknowledgement of safety drills conducted in the district schools:
  - a. Lockdown Drill
    - 1) Pleasant Valley School – December 19, 2023 (PM)
  - b. Fire Drill
    - 1) Pleasant Valley School – December 21, 2023 (AM)
    - 2) Harrison Township School – January 5, 2024 (AM)
    - 3) Pleasant Valley School – January 5, 2024 (PM)
  - c. AED Drill
    - 1) Harrison Township School – January 17, 2024 (AM)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

E. Transportation

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

1. Approval of the Transportation Contract with Pharaoh Transportation Student #24237 placed by DCP&P pursuant to N.J.S.A. 30:4C-26b.h. for the period of January 2, 2024 through June 13, 2024 in the amount of \$29,853.00. *(Attachment: Trans. #1)*

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

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

F. Buildings & Grounds

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

1. Approval of the following group to utilize the facilities for the 2023-2024 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Harrison Twp. Recreation	PVS Cafeteria	Theater Camp
Surge Color Guard	HTS Gym 3	Color Guard Practice
PTA	PVS Cafeteria	Valentine’s Bingo
Tiger Organization	HTS K-2 Gym & Gym 3	Basketball Camp
Boy Scouts	PVS Cafeteria	Meeting
Fun & Fit Extended Care – Harrison Kids	Activity Center	24-25 Before and After School Program

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ 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:** \_\_\_\_\_