

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, August 21, 2023 – 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, August 21, 2023.

II. Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:

- 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 July 24, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

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

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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 – Marissa Straccialini
- 2. Ad Hoc Committees
 - f. Public Relations – Cristie Clark
 - g. School Safety – Cristie Clark
 - h. Shared Services – Sean Henderson
 - i. Transportation – Janette Coslop
- 3. Delegate/Representative Reports (if any)

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

- 1. Letter from Colleen Hayes received July 24, 2023 re: resignation.
- 2. Email from Pat Cinko received August 8, 2023 re: resignation.
- 3. Email from Jennifer Calhoun received August 8, 2023 re: resignation.

IX. Business Administrator’s Report:

A. Finance

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

- 1. Appropriation Adjustment Lists for June 2023 and July 2023. (*Attachment: Fin. #1a & 1b*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2023 and July 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the months of June 2023 and July 2023. (*Attachment: Fin. #2a & 2b*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2023 and July 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. #3a & 3b*)

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. July 2023 Ratified Bill List \$566,105.59 (*Attachment: Fin. #6a*)
 - b. August 2023 Bill List \$1,001,911.63 (*Attachment: Fin. #6b*)
7. Approval of Shared Service Agreement with the Township of Harrison for two (2) School Resource Officers for the 2023-2024 school year in the amount of \$104,054.54 (same amount as 2022-2023).
8. Consolidated Food Service Report for June 2023. (*Attachment: Fin. #8*)
9. Approval to withdraw funds from the Maintenance Reserve for the repair of the condenser unit in the Pleasant Valley School chiller in the estimated amount of \$100,000.00 and \$26,500.00 for concrete work at the Harrison Township Elementary School lower parking area. (*Attachment: Fin. #9*)
10. Approval of the adjustment of the following substitute rate for the 2023-2024 school year:

<u>Position</u>	<u>Amount</u>
Bus Driver	\$30.00 per hour (2 nd yr. rate or Prior District Experience)

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

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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 resignation of Colleen Hayes, First Grade Teacher at Harrison Township School, effective July 24, 2023.
2. Acceptance of the resignation of Pat Cinko, General Aide at Harrison Township School, effective August 8, 2023.

3. Acceptance of the resignation of Jennifer Calhoun, General Aide at Harrison Township School, effective August 8, 2023.
4. Approval of the employment of Maria Delayo, of Franklinville, as First Grade Teacher at Harrison Township School, effective September 1, 2023 through June 30, 2024 with salary established at BA, Step 1 (\$52,487.00), 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. #4)
5. Approval of the employment of Chelsea Nelson, of Mullica Hill, as Part-Time Elementary School Counselor for the District, effective September 1, 2023 through June 30, 2024 with salary established at MA+30, Step 7 (\$63,450.00 pro-rated) 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. # 5)
6. Approval of the employment of Adrienne McGovern, of Mullica Hill, as Part-Time School Psychologist for the District, effective September 1, 2023 through June 30, 2024 with salary established at MA+30, Step 6 (\$59,037.00 pro-rated) 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. #6)
7. Approval of the employment of Susan Jones, current Substitute School Nurse, as Part-Time Nurse's Aide at Pleasant Valley School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$31.64/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
8. Approval of the employment of Jessica Nguyen, of Blackwood, as Long-term Substitute Teacher at Harrison Township School, during the absence of Chelsey Venuto for the period of September 1, 2023 through March 1, 2024, with salary established at the daily substitute rate for the first 20 days of service in this role, in accordance with State Statute, followed by a salary established at BA, Step 1 (\$52,487.00) 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. #8)
9. Approval of the employment of Julia Neiheiser, of Cherry Hill, as Long-term Substitute Teacher at Pleasant Valley School, during the absence of Danielle Metcalf for the period of September 1, 2023 through March 8, 2024, with salary established at the daily substitute rate for the first 20 days of service in this role, in accordance with State Statute, followed by a salary established at BA, Step 1 (\$52,487.00) 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. #9)
10. Approval of the employment of Deborah Sindoni, of Sewell, as a Part-Time General Aide (2.75 hours/day) at Pleasant Valley School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00 per hour), 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. #10)

11. Approval of the employment of Alyssa Marsella, of Mullica Hill, as a Part-Time General Aide (5.0 hours/day) at Harrison Township School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00 per hour), in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
12. Approval of the employment of Rita Lombardi, of Mantua, as a Part-Time General Aide (3.25 hours/day) at Harrison Township School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00 per hour), in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
13. Approval of the voluntary transfer of Iris Ortiz, Part-Time General Aide (2.75 hours/day) to 5.0 hours/day General Aide at Harrison Township School, effective September 1, 2023 through June 30, 2024.
14. Approval of the employment of Edith Terch, current Substitute Bus Driver as Contracted Bus Driver for the District, effective September 1, 2023 through June 30, 2024 at a rate of \$27.00 per hour (3 hours per day).
15. Approval of the following as after school advisors for the MUST Program from January 8-11, 2024; March 18-21, 2024; and May 20-23, 2024 at a rate of \$34.22/hour in accordance with the 2022-2025 NJEA Contract:
 - a. Meghan Hack – PVS
 - b. Christie Mamaluy - PVS
16. 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:

Anjali Sonarikar - Teacher	Maria Stabeno - Teacher
Jessica Nguyen – Teacher	Julia Neiheiser - Teacher
Debbie Wagner – Bus Driver	Timothy Blackburn – Bus Driver

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

Roll Call:

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

B. Education

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

1. Approval of Student #24169, #23001, #27000 to attend Bankbridge, Deptford, NJ for the 2023 Extended School Year at the rate of \$4,680.00 per student.

2. Approval of Student #24169 for a one-on-one teacher assistant to attend Bankbridge, Deptford, NJ for the 2023 Extended School Year at a rate of \$3,830.00.

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

Roll Call:

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

C. Administration

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

1. Approval for Robert E. Scharlé to attend eight (8) Professional Development Programs during the 2023-2024 school year sponsored by the New Jersey Association of School Business Officials (NJASBO) at a cost of \$1,000.00 – no mileage reimbursement (needed as part of required CPE hours to retain CPA license).
2. Approval for the Clearview Regional High School District to utilize Pleasant Valley School as an emergency evacuation site for the 2023-2024 school year.
3. Acknowledgment of schoolwide recognition of Respect Week/School Anti-Violence Awareness Week October 2, 2023 through October 6, 2023.
4. Acknowledgment of schoolwide recognition of Fire Prevention Week October 10, 2023 through October 13, 2023.
5. Acknowledgment of schoolwide recognition of Red Ribbon Week October 23, 2023 through October 27, 2023.
6. Approval of the Part-Time Psychologist Job Description. (*Attachment: Admin. #6*)
7. Approval of the updated Elementary School Counselor Job Description. (*Attachment: Admin. #7*)
8. Approval of the 2023-2024 Professional Development Plan.
9. Approval of the placement of Michelle Malaby as mentor teacher to Maria Delayo at Harrison Township School for a period of 22 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
10. Approval of the placement of Rachel Baldwin as mentor teacher to Maria Stabeno at Harrison Township School for a period of 10 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.

11. Approval of the placement of Mary Capone as mentor teacher to Faith Schusler at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
12. Approval of the placement of Jennifer Mankey as mentor teacher to Devon Nolt at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
13. Approval of the placement of Casey Heitman as mentor teacher to Brittain Hurley at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
14. Approval of the reimbursement of graduate tuition cost to Tara Reeves following successful completion of the following courses through Wilmington University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Staff Selection Appraisal and Renewal – August 28, 2023 through October 15, 2023 - \$1,572.00
 - b. Measurement, Accountability, and Learning – October 23, 2023 through December 10, 2023 - \$1,572.00
15. Approval of the reimbursement of graduate tuition cost to Kelly Meagher following successful completion of the following course through Western Michigan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Physical Activity for Exceptional Children – August 30, 2023 through December 16, 2023 - \$2,294.28
16. Approval of the following individuals to attend *virtual training: Launch Wit & Wisdom* on August 17, 2023 at a cost of \$105.00 per person:

Kathy Huber	Jessica Nguyen
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17. Approval of the following individuals to attend *virtual training: Module & Lesson Study* on August 18, 2023 at a cost of \$105.00 per person:

Christa Glaze	Christine Rivera
Kathy Huber	Jessica Nguyen
18. Approval of the following individuals to attend *virtual training: Getting Started with Geodes* on August 18, 2023 at a cost of \$55.00 per person:

Maria Delayo	Paige Jacobucci
Jennifer Hill	
19. Approval of the following individuals to attend *Handle with Care Behavior Management – Instructor Recertification Program* on October 5, 2023 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement:

Matthew Simmermon	Heather Schank
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20. Approval of the following individuals to attend *Handle with Care Behavior Management – Instructor Recertification Program* on October 6, 2023 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement:

Jeff Pisacreta	Jean Marie Sutton
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- 21. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Harrison Township School – August 8, 2023 (AM)

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

Roll Call:

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

D. Policy

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

1. Second Reading of required board policy: 3112 Reimbursement of Federal and Other Grant Expenditures. (*Attachment: Pol. #1*)
2. Second Reading of required board policy: 3115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (*Attachment: Pol. #2*)
3. Second Reading of required board policy: 3115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (*Attachment: Pol. #3*)
4. Second Reading of required board policy: 3115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (*Attachment: Pol. #4*)
5. Second Reading of required board policy: 3311 Contracts for Goods or Services Funded by Federal Grants (*Attachment: Pol. #5*)

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

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:

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

F. Buildings & Grounds

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

1. Acknowledgement of the 2022-2023 Annual Integrated Pest Management Reports for Harrison Township School and Pleasant Valley School. (*Attachment: B&G #1*)
2. 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>
PTA	HTS Library	Meetings
Girl Scouts	HTS Activity Center	Meetings
HTYB	HTS & PVS Gyms	Basketball

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

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:** _____