

**HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY**

**REGULAR MEETING
MONDAY, APRIL 29, 2024
7:00 PM**

Mrs. Stacey Muscarella, Board President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:01 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

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.

II. Roll Call:

Mr. Todd Baron	Mrs. Stacey Muscarella
Mrs. Jennifer Bowen	Ms. Alexis Rubino
Mr. Walter Bright	Mrs. Marissa Straccialini
Mr. Janette Coslop	Mrs. Shannon Williams
Mr. Louis DiBacco	

Others Present:

Dr. Missy Peretti, Superintendent of Schools, Mr. Robert Scharlé, School Business Administrator /Board Secretary, and Mrs. Lori Hynes, Director of Student Services.

III. Flag Salute:

Led by Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

2024-2025 Budget Presentation and Public Hearing

Dr. Peretti and Mr. Scharlé utilized a PowerPoint to present the 2024-25 proposed budget. (See Attachment A)

The overview is as follows:

- State Aid remained flat due to a calculation that had us a 83.59% of State's adequacy budget below 90%
 - If S2 was implemented we would have lost \$707,000 in State Aid
 - We are \$2,466,730 BELOW adequacy for the 2024-25 budget
- Health benefits increased \$307,983
- Permitted to increase the tax levy for a "Health Care Adjustment" for \$123,627, which represents an increase above 2%, but capped at 6.3%
- Enrollment increased 36 students; Department of Education weighted that increase to 24 students
 - The State is allowing us to increase the tax levy for an "Enrollment Adjustment" for \$275,964 - The State is NOT providing additional funding for this increased enrollment
- We do have a Debt Service Bond maturing in March 2024; therefore, our debt service portion of the tax levy is decreasing by \$206,777
- Tax levy impact is a 2.48 cent increase
- Approximately \$86.30 for the average home in Harrison Township

Mr. Scharlé provided a copy of the 2024-25 Budget Advertisement for the Public Hearing (See Attachment B)

Mr. Scharlé also provided copies of the following (See Attachment C):

- Adequacy comparison for Gloucester County
- Schedule of 2024-25 State Aid for all Gloucester County school districts
- 2024-25 Harrison Township School District status from State Budget Program
- Article by Paul Mulshine of the Star Ledger regarding State Aid

Dr. Peretti then opened up the Public Hearing.

- No questions or comments from the public.

V. **Audience Participation I:**

Q. Mr. John Crain asked about neurodiversity day on April 5th.

A. Dr. Peretti explained that we celebrate diversity in conjunction with Autism Awareness Day for our Autism students. Mrs. Hynes explained the day in more detail.

VI. **Approval of Minutes:**

Motion: For the Board of Education to approve the following action items:

1. Approval of minutes of the March 18, 2024 Regular Session of the Board of Education Meeting. (**Attachment: Min. #1**)

Motion: Mrs. Williams Second: Mrs. Coslop
Roll Call: (7-0-2) Carried: Yes
Abstained: Mr. Bright, Mrs. Straccialini

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen (No report at this time.)
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Alexis Rubino (No report at this time.)
 - g. School Safety – Shannon Williams
Mrs. Williams reported that there was a meeting three weeks ago.
 - h. Shared Services – Marissa Straccialini (No report at this time.)
 - i. Transportation – Lou DiBacco (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

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

1. Letter from Cathy Porter received March 26, 2024 re: retirement.
2. Email from Lindsey Casey received April 9, 2024 re: resignation.
3. Letter from Lindsay Coletta received April 16, 2023 re: leave of absence.

IX. Business Administrator's Report:

- A. Finance

Motion: For the Board of Education to approve the following action items:

1. Appropriation Adjustment List for March 2024. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2024. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of March 2024. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 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. March 2024 Ratified Bill List \$2,828,153.10 (*Attachment: Fin. #6a*)
 - b. April 2024 Bill List \$341,214.74 (*Attachment: Fin. #6b*)

7. Approval of Resolution accepting State Aid for the 2024-2025 school year. (*Attachment: Fin. #7*)
8. Approval of Resolution adopting the 2024-2025 School Year Budget. (*Attachment: Fin. #8*)

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$22,101,215	\$15,243,897
Special Revenue Fund	567,163	N/A
Debt Service Fund	486,250	320,925
 Total Base Budget	 \$23,154,628	 \$15,564,822

9. Approval of the Certification of Tax Levy for fiscal year 2024-2025. (*Attachment: Fin. #9*)
10. Consolidated Food Service Report for February and March 2024. (*Attachment: Fin. #10*)
11. Approval of the submission of a grant application for the 2023 Safety Grant Program through the New Jersey School Insurance Group toward the installation of a multi-head camera in the back of HTS to enhance the surveillance and security of the Special Education/Pre-School playground area and parking area. The grant amount is \$3,762.00 for the period of July 1, 2024 through June 30, 2025.

Mr. Scharlé requested a change in the original motion to substitute a multi-head camera at HTS for the bus camera.

12. Approval of the 2024-2025 contract of participation in Gloucester County Special Services School District MVC On-line Abstract Request Program at an annual cost of \$55.00.
13. Approval to award contract for food service management services to Nutri-Serve Food Management, Inc. for the 2024-2025 school year, at the established flat management fee of \$30,300.00 per one school calendar year. Nutri-Serve is projecting a loss of \$10,000.00 and no guarantee. This represents a 1.0% increase. [CPI for 4th quarter 2023] pursuant to the New Jersey Food and Nutrition guidelines.

Motion: Mrs. Bowen Second: Mr. Bright
 Roll Call: (9-0) Carried: Yes

X. Superintendent’s Report:

A. Personnel

Motion: For the Board of Education to approve the following action items:

1. Acceptance of the retirement of Cathy Porter, Principal Secretary at Pleasant Valley School, effective August 1, 2024.

Dr. Peretti acknowledged Cathy Porter for her twenty-nine years in the Harrison Township School District. Cathy has been the PVS secretary for the last eight years. Dr. Peretti wished her the best in her retirement.

2. Acceptance of the resignation of Lindsey Casey, Special Education Aide at Pleasant Valley School, effective July 1, 2024.
3. Approval of a leave of absence for Lindsay Coletta, Second Grade Teacher at Harrison Township School, tentatively effective October 24, 2024 utilizing FMLA followed by an unpaid leave, with an anticipated return date of April 1, 2025.
4. Approval of the employment of Jennifer Sedlak, of Pennsville, NJ, as Learning Disabilities Teacher Consultant for the District effective July 1, 2024 through June 30, 2025 with salary established at MA+30, Step 11 (\$83,842.00) 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 following teachers to serve as instructors for the Special Education Extended School Year (ESY) Program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00/hour and 1 hour of non-student contact time at \$22.77/hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

Jen Kotzen	Andrea Startare
Brittany Tocci	Olivia Langerhans
Heather Leonardi	Faith Schusler
Kathy Huber	
6. Approval of the following teachers to serve as instructors for the Summer Skills Support Program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00/hour and 1 hour of non-student contact time per day as well as one, 3 hours of pre- and 2 hours of post-planning time at \$22.77/hour. Compensation based on the negotiated HTEA contract.

Colleen Illi	Ashley Mackowiack	Camryn Hackett-Slimm
Nicole Huck	Sabrina Mosiondz	Tracy DeAngelo
Laurie Holland	Christa Glaze	Colleen Yhost
Stacie Brown	Annamarie Mason	Meghan Hack
Casey Heitman	Stephanie Guenther	Deneen Dougherty
Lauren Sheppard	Christie Mamaluy	
7. Approval of the following Special Education Aides to provide support for our Extended School Year (ESY) students in Preschool through 6th grade. Special Education Aides receive compensation for 3.5 hours per day at the rate of \$18.50/hour. Compensation is based on the negotiated HTEA contract.

Jennifer Strockbine	Kate Morrison
Morgan Duignan	Kathleen Supleveda
Jean Volgarino	Linda Turk
Stephanie Juhring	Ella DeVoe
8. Approval of the following instructional aides to provide support for our Summer Skills Support students Monday through Thursday 8:45-12:15, July 8, 2024 through August 1, 2024. Instructional Aides receive compensation for 3.5 hours of student contact time at \$18.50/hour. Compensation is based on the negotiated HTEA contract.

Martina Fuller	Nancy Marucci
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9. Approval of one (1) school nurse per day to provide support for our ESY students Monday through Thursday 8:45-12:15 from July 8, 2024 through August 1, 2024 at \$44.00/hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and two hours of post-prep time is also provided at \$22.77/hour; each nurse may accrue these hours.

Susan Jones	Mary Garwood
Erin Durkin	Erika Mainart
Danielle Scull	

10. Approval of one (1) school nurse per day to provide support for our Summer Skills Support students Monday through Thursday 8:45-12:15, July 8, 2024 through August 1, 2024 at \$44.00/hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and one hour of post-prep time is also provided at \$22.77/hour; each nurse may accrue these hours.

Danielle Scull	Susan Jones
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11. Approval of Kaitlyn Hogan, Speech-Language Specialist, to provide speech services for our ESY students 4 days per week (8:45-12:15) Monday through Thursday from July 8, 2024 through August 1, 2024 at Pleasant Valley School. Therapist receives compensation for 3.5 hours of student contact at \$44.00/hour and 1 hour of non-student contact time at \$22.77/hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

12. Approval of any qualified and certified Harrison Township School District employees and approved substitutes to serve as a substitute for the Special Education ESY program (teacher, special education aides, speech pathologist/therapist, and/or nurse) with compensation at student contact time.

13. Approval of any qualified and certified Harrison Township School District employees to serve as a substitute for the Summer Skills Support Program (teacher, special education aides, and/or Nurse) with compensation for student contact time.

14. Approval of any district aide substitutes or general aides of the Harrison Township School District to serve as an aide substitute for the Special Education ESY Program with compensation for student contact time of \$18.50/hour.

15. Approval of the following teachers to serve as instructors for the STEM Camp on the following dates: May 2, 7, 9, 14, 16, 21, 23, and 28. Teachers receive compensation for 1 hour of student contact time (3:25-4:25) at \$44.00/hour. Compensation is based on the negotiated HTEA contract.

Paige Jacobucci	Tydejah Roberts
Maria Delayo	

16. Approval of the following teachers to serve as instructors for the STEM Camp on the following dates: July 15-18, 2024 (12:30-3:00). Teachers receive compensation for 2.5 hours of student contact time at \$44.00/hour. Compensation is based on the negotiated HTEA contract.

Lori Melchioro	Colleen Illi
Camryn Hackett-Slimm	

17. Approval of any qualified and certified Harrison Township School District employee to serve as a substitute for STEM Camp (teacher, special education aide or instructional aides, and/or Nurse) with compensation for student contact time.
18. Approval of the employment of the following individuals as substitute summer custodians for the district on an as-needed basis, effective June 1, 2024 through September 30, 2024, pending receipt of required clearances:

Nicole Southrey	Susan Robertson
Kimberly DeAngelo	James Messina
Terry Ballinger	Eileen Woods
Rose Rainas	Brielle Maiden
Brianna Maiden	Anthony Messina
Dylen Rodriguez	Brenden Oswald
Rylee Oswald	Judy Griffith
Colin McKeon	Erin Griffith
19. Retroactive approval of William Gee, of Gloucester, as Substitute Bus Driver for the district on an as-needed basis, effective April 22, 2024 through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances.
20. Approval of the employment of the following individuals as substitutes for the district on an as-needed basis, effective through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances:

Jennifer Ruthner - Teacher	Agnieszka Cicale - Teacher
Colleen Mcgonigle – Bus Driver	Nada Abdelkarim - Teacher
Kimberlee Ludwick - Nurse	Erin Dougherty - Teacher
21. Acceptance of the resignation of Devon Nolt, Fifth Grade Teacher at Pleasant Valley School, effective July 1, 2024.

Motion: Mr. Baron	Second: Mrs. Williams
Roll Call: (9-0)	Carried: Yes

B. Education

Motion: For the Board of Education to approve the following action items:

1. Approval of the Special Education Extended School Year (ESY) Program for students in Pre-Kindergarten through 6th grade. Students attend sessions from 9:00 to 12:00 Monday through Thursday from July 8, 2024 through August 1, 2024 at Pleasant Valley School.
2. Approval of the Summer Skills Support Program for students entering grades 1 through 6. Students attend sessions from 9:00 to 12:00 Monday through Thursday from July 8, 2024 through August 1, 2024 at the Pleasant Valley School.

Motion: Mrs. Straccialini	Second: Mr. DiBacco
Roll Call: (9-0)	Carried: Yes

C. Administration

Motion: For the Board of Education to approve the following action items:

1. Approval of Lori Hynes to attend *NJASBO Annual Conference* on June 5-7, 2024 in Atlantic City at a cost of \$500.00 – no mileage or hotel reimbursement.
2. Approval of the 2024-2025 student attendance calendar.

The Clearview calendar is still a draft. Dr. Peretti indicated that she discussed the first day of school with the Clearview Superintendent and that she would like the first day of school to be the same. We might have to amend the calendar for the 1st day of school. (See both calendars attached.)

3. 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. Education and Psychology of Students with Disabilities – May 2024 through July 2024 - \$2,352.72
4. Approval of the Clinical Practice Placement of Abbie McCrane, of Mantua, with Alexis Zuccato and Laura Richardson at Pleasant Valley School from September 3, 2024 through December 5, 2024 and January 21, 2025 through May 2, 2025, under the auspices of Rowan University.
5. Approval of the Clinical Practice Placement of Juliana Miele, of Glassboro, with John Trussell at Harrison Township School from October 28, 2024 through December 11, 2024 and January 21, 2025 through March 14, 2025, under the auspices of Rowan University.
6. Approval of the Clinical Practice Placement of Olivia Denson, of Monroeville, with Lori Melchiorre and Kathryn Wells at Harrison Township School from September 3, 2024 through December 5, 2024 and January 21, 2025 through May 2, 2025, under the auspices of Rowan University.
7. Approval of Fourth Grade Classes to attend Launch Trampoline Park in Deptford.
8. Approval of Cliff Kaelin and Pete Sparacino, Engineers with the FAA, to provide an information presentation to first grade students.
9. Acknowledgement of a Bus Evacuation Drill at Harrison Township School on April 25, 2024 at 8:30am supervised by AnnaLisa Rodano, Principal. All busses, drivers, and aides were in participation.
10. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Pleasant Valley School – March 21, 2024 (PM)
 - 2) Pleasant Valley School – April 5, 2024 (AM)
 - 3) Pleasant Valley School – April 16, 2024 (PM)
 - b. Lockdown Drill
 - 1) Harrison Township School – April 22, 2024 (PM)

Motion: Mrs. Bowen
Roll Call: (9-0)

Second: Mrs. Williams
Carried: Yes

D. Policy

None

E. Transportation

Motion: For the Board of Education to approve the following action items:

1. Renewal of Interlocal Agreement with Clearview Regional High School District for the borrowing of busses and trucks (when needed), sharing of bus drivers (when needed), and the purchase of gasoline for the 2024-2025 school year. (**Attachment: Trans. #1**)
2. Approval of the renewal of a Shared Service Agreement with the Kingsway Regional School District Board of Education for school bus maintenance services beginning July 1, 2024 through June 30, 2025 at the rate of \$69.00 per hour (5.5% increase) and -0- markup on parts, as needed. (**Attachment: Trans. #2**)
3. Approval for Gloucester County Special Services School District 2024-2025 contract for participation in Cooperative Transportation Services.
4. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for Student #26162 to Saint John of God in Bellmawr, NJ on Bus Route CABSJA for the period of April 18, 2024 through June 18, 2024 at a cost of \$4,956.00.

Motion: Mrs. Coslop
Roll Call: (9-0)

Second: Ms. Rubino
Carried: Yes

F. Buildings & Grounds

Motion: For the Board of Education to approve the following action items:

1. Approval of the following groups to utilize the facilities for the 2023-2024 and 2024-2025 fiscal years as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
TOPSports	HTS Front Lawn	Baseball
PVFit	PVS Gym	Fitness Class
Heitman Hoops	PVS Gym	Basketball Clinics

Motion: Ms. Rubino
Roll Call: (9-0)

Second: Mr. Bright
Carried: Yes

XI. New Business:

None

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:47 p.m.

Motion: Mrs. Coslop	Second: Mr. DiBacco
Roll Call: Voice	Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 8:32 p.m.

Motion: Mr. Bright	Second: Mrs. Bowen
Roll Call: Voice	Carried: Yes

Motion: Approval of termination of Bus Driver #15373 effective April 30, 2024 as discussed in Executive Session.

Motion: Mrs. Coslop	Second: Mr. DiBacco
Roll Call: Voice	Carried: Yes

Motion: Approval of 2024-25 non-represented salaries as discussed in Executive Session.

Motion: Mrs. Williams	Second: Mrs. Bowan
Roll Call: Voice	Carried: Yes

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 8:35 p.m.

Motion: Mrs. Straccialini	Second: Mrs. Williams
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary