

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

**REGULAR MEETING  
FEBRUARY 20, 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
Mrs. Janette Coslop	Mrs. Shannon Williams ( <i>absent</i> )
Mr. Louis DiBacco	

**Others Present:**

Dr. Missy Peretti, Superintendent of Schools and Mr. Robert Scharlé, School Business Administrator /Board Secretary

**III. Flag Salute:**

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

**IV. President's Welcome:**

**V. Audience Participation I:**

None

**VI. Approval of Minutes:**

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

1. Approval of minutes of the January 22, 2024 Regular Session of the Board of Education Meeting. (**Attachment: Min. #1**)

Motion: Mrs. Coslop  
Roll Call: (8-0)

Second: Mrs. Bowen  
Carried: Yes

**VII. Committee Reports:**

1. Standing Committees
  - a. Finance – Walter Bright (No report at this time.)
  - b. Curriculum – Stacey Muscarella  
*Mrs. Muscarella reported that there will be a meeting in the near future.*
  - 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 (No report at this time.)
  - 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 Jennifer Ford received February 1, 2024 re: resignation.

**IX. Business Administrator's Report:**

- A. Finance

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

1. Appropriation Adjustment List for January 2024. (**Attachment: Fin. #1**)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2024. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of January 2024. (**Attachment: Fin. #2**)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 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. January 2024 Ratified Bill List \$1,735,966.75 (*Attachment: Fin. #6a*)
  - b. February 2024 Bill List \$258,052.24 (*Attachment: Fin. #6b*)
7. Consolidated Food Service Report for November and December 2023. (*Attachment: Fin. #7*)
8. Approval of resolution of the School Development Authority (SDA) Grant Agreement for the HTS HVAC Controls. (*Attachment: Fin. #8*)
9. Approval of agreements for Gloucester County Special Services School District (GCSSSD) to provide purchasing for 2024-2025 nonpublic technology and textbooks contingent upon New Jersey Department of Education approval and funding.

Motion: Mr. Bright                      Second: Mrs. Bowen  
 Roll Call: (8-0)                              Carried: Yes

**X. Superintendent’s Report:**

A. Personnel

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

1. Acceptance of the resignation of Jennifer Ford, long-term Substitute Teacher at Harrison Township School, effective March 9, 2024.
2. Retroactive approval of Stephanie Guenther to provide homebound instruction for a total of ten hours, five hours per week for two weeks, effective February 1, 2024 at the contracted rate of \$37.45 per hour.
3. 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:
 

Nicole Southrey – Transportation Aide    Jacob Hall – Transportation Aide  
 Renee Gavio - Teacher
4. Approval of the voluntary transfer of Stephanie Dougherty from Long-Term Principal Secretary at Pleasant Valley School to Long-Term Child Study Team Secretary at Harrison Township School, effective January 30, 2024 through June 30, 2024, with salary established at \$36,000 (pro-rated).

Motion: Mrs. Straccialini                      Second: Mrs. Coslop  
 Roll Call: (8-0)                                      Carried: Yes

B. Education

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

1. Approval of the homebound instruction for Student #25069 for five hours a week of instruction for two weeks beginning February 1, 2024.
2. Approval of the acceptance of a McKinney-Vento Third Grade Student #27217 from Swedesboro-Woolwich for a pro-rated tuition revenue of \$7,474.00 for the period of September 7, 2023 through January 25, 2024.

Motion: Mrs. Coslop  
Roll Call: (8-0)

Second: Mrs. Bowen  
Carried: Yes

C. Administration

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

1. Approval of the classroom observation placement of Nicole Nastasi, Rider University Student, to observe Special Education Classrooms on March 8, 2024 and April 5, 2024.
2. Approval for Nicole Huck to attend *Hands on Activities to Differentiate Math Centers* on February 28, 2024 in Blackwood at a cost of \$149.00 plus mileage reimbursement.
3. Approval of the reimbursement of graduate tuition cost to Kelly Meagher following successful completion of the following courses through Western Michigan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
  - a. Collaboration and Consultation in SPED – June 2024 through August 2024 - \$2,294.28
4. Approval of the transportation department attendance stipend for the 2023-2024 school year.
5. Approval of Sixth Grade classes to visit Fun City, Blackwood, NJ during the 2023-2024 school year.
6. Acknowledgement of safety drills conducted in the district schools:
  - a. Evacuation Drill
    - 1) Harrison Township School – January 26, 2024 (AM)
    - 2) Pleasant Valley School – January 26, 2024 (PM)
    - 3) Harrison Township School – February 6, 2024 (PM)
  - b. Fire Drill – alarm pulled
    - 1) Pleasant Valley School – February 8, 2024 (PM)

Motion: Mr. Bright  
Roll Call: (8-0)

Second: Mrs. Straccialini  
Carried: Yes

D. Policy

None

E. Transportation

None

F. Buildings & Grounds

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

1. Approval to award low quote to Four Seasons Landscaping, LLC for lawn service for a two-year period from April 1, 2024 through March 31, 2026 pursuant to N.J.S.A 18A:18A:-37(a). (**Attachment: B&G: 1**)

*Mr. Scharlé indicated that the price has remained the same.*

2. Authorization to advertise for bids for purchase and installation of a Natural Gas Generator at PVS.

**Q.** Mr. Bright asked about the timing.

**A.** Mr. Scharlé was told by the engineers that once the bids are received, it could be approximately 7 - 9 months out.

Motion: Mr. Baron  
Roll Call: (8-0)

Second: Mrs. Coslop  
Carried: Yes

**XI. New Business:**

Dr. Peretti indicated that the Board has sponsored a half-page ad for the Clearview High School musical. This year's musical is *Chicago* and runs from March 14<sup>th</sup> – March 16<sup>th</sup>. There is approval for the \$120 half-page ad.

**XII. Old Business:**

Mr. Scharlé informed the Board that we received three letters from the Salem Prosecutor's office indicating that the stolen truck defendant has the next scheduled hearing on March 11, 2024.

**XIII. Audience Participation II:**

None

**XIV. Adjournment:**

There was no further business. A motion was made to adjourn at 7:12 p.m.

Motion: Mr. DiBacco  
Roll Call: Voice

Second: Mrs. Coslop  
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé  
Board Secretary