

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

**REGULAR MEETING
DECEMBER 18, 2023
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 7:00 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:

Mrs. Jennifer Bowen	Mr. Sean Henderson
Mr. Walter Bright	Mrs. Stacey Muscarella
Ms. Cristie Clark	Mrs. Marissa Straccialini (<i>arrived at 7:03 pm</i>)
Mrs. Janette Coslop	Mrs. Shannon Williams
Mr. Louis DiBacco (<i>absent</i>)	

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:

1. Presentation to Cristie Clark for her service to the Board

Mr. Scharlé read an acknowledgment of the nine years of service to the Board of Education for Cristie Clark. (Copy attached)

Mrs. Straccialini arrived at this time.

2. Presentation to Sean Henderson for his service to the Board

Mr. Scharlé read an acknowledgment of the four years of service to the Board of Education Service for Sean Henderson. (Copy attached)

3. Mid-Year Budget Review

Dr. Peretti explained the Mid-Year Budget Review that was conducted by the County Office on December 5, 2023.

- Included in the Mid-Year Budget Review were Dr. Peretti, Mrs. Heenan, and Mr. Scharlé
- The review included a discussion on:
 - Enrollment
 - Major facilities projects
 - Surplus
 - Personnel issues
 - Curriculum and required State standards
 - Difficulty in obtaining substitutes

Mr. Scharlé described the required Chapter 44 reporting required annually by the State Department of Education.

- Chapter 44 was enacted several years ago to replace Chapter 78 on how much staff contributed towards their health benefits
- We are required to report actual cost and contributions for medical and Rx for 2022-23 and projected amounts for 2023-24
- Medical net cost increased 11.32% and Rx increased 2.66% - How are we to stay within a 2% tax levy with no additional or a reduction in State aid? (Copy attached)

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 November 20, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Mr. Henderson Second: Ms. Clark
Roll Call: (7-0-1) Carried: Yes
Abstained: 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 – Marissa Straccialini (No report at this time.)

2. Ad Hoc Committees
 - f. Public Relations – Cristie Clark (No report at this time.)
 - g. School Safety – Cristie Clark (No report at this time.)
 - h. Shared Services – Sean Henderson (No report at this time.)
 - i. Transportation – Janette Coslop (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 Christine Rivera received December 11, 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 November 2023. *(Attachment: Fin. #1)*
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of November 2023. *(Attachment: Fin. #2)*
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 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. November 2023 Ratified Bill List \$1,727,742.83 *(Attachment: Fin. #6a)*
 - b. December 2023 Bill List \$289,489.70 *(Attachment: Fin. #6b)*
7. Consolidated Food Service Report for September 2023. *(Attachment: Fin. # 7)*
8. Acceptance of the Final Eligible Cost (FEC) determination for a ROD Grant in the amount of up to \$226,844.80 (40%) with an estimated local share of \$340,267.20 (60%) to replace the HTS HVAC Controls Building Management System. *(Attachment: Fin. #8)*

9. Authorizing the awarding of a contract for architectural professional services to RYEBREAD Architects for the ROD Grant Project to replace the HTS Building Management System and chargeable to the ROD Grant in the amount of \$90,950.00 (Includes preparation of bid specifications, School Development Authority (SDA) grant compliance, etc.) – Charged to the ROD Grant. (*Attachment: Fin. #9*)
10. Authorization to advertise for bids for installation of HVAC controls at the Harrison Township Elementary School (HTS).

Motion: Ms. Clark
Roll Call: (8-0)

Second: Mr. Henderson
Carried: Yes

X. Superintendent’s Report:

A. Personnel

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

1. Approval of a leave of absence for Christine Rivera beginning January 2, 2024 through June 30, 2023, utilizing accumulated sick days concurrent with FMLA, with the anticipated return date of September 1, 2024.
2. 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. Jennifer Kotzen
 - b. Christa Glaze
3. 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:

Ashley Sabath - Teacher	Sarah DeAngelo - Teacher
Peter Giancola – Bus Driver	Sofia Urzillo - Teacher
Kimberly Ghedine – Bus Driver	
4. Approval of the employment of Jennifer Ford, of Deptford, as Long-term Substitute Teacher at Harrison Township School, during the absence of Christine Rivera for the period of January 2, 2024 through June 30, 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 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.

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

Second: Ms. Clark
Carried: Yes

B. Education

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

1. Approval of the acceptance of a foster Kindergarten student #30174 from Washington Township for a pro-rated tuition revenue of \$11,305.00 for the 2023-2024 school year.

Motion: Ms. Clark
Roll Call: (8-0)

Second: Mr. Henderson
Carried: Yes

C. Administration

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

1. Authorizing the award of a contract for professional services for the remainder of the 2023-2024 school year commencing January 1, 2024 without competitive bidding.
 - a. Board Solicitor: Michael Pattanite, Esquire of Lenox, Socey, Formidoni, Giordano, Lang, Carrigg & Casey.

Dr. Peretti acknowledged Robert Muccilli from Capehart & Scatchard on his retirement as of December 31, 2023 and thanked him for serving as our solicitor over the years.

2. Approval of Jean Marie Sutton and Heather Schank to attend *NJSCA Winter Conference* at Rowan University on January 5, 2024 at a cost of \$35.00 each plus mileage reimbursement.
3. Approval of Heather Schank to attend the following online courses through Teaching Strategies available at no cost:
 - a. Educating Yourself and the Field about Trauma and Its Impact
 - b. Everyday Decisions: Empowering Children's Decision Making
 - c. Everyday Amazing: Understanding Behavior and Supporting Positive Interactions
 - d. Mitigating the Impact of Trauma and Adverse Childhood Experiences: Innovative Support for Building Trauma-Sensitive Classrooms with Noni
 - e. Mitigating the Impact of Trauma and Adverse Childhood Experiences: The Critical Importance of Self-Care for Teachers
4. Approval of the reimbursement of graduate tuition cost to Brianna Dammingier following successful completion of the following courses through Walden University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Geometric Thinking and Measurement – January 2024 through February 2024 - \$1,914.00
 - b. Data, Probability and Statistical Reasoning – March 2024 through April 2024 - \$1,914.00
5. Approval for Sarah Ferrari to share Hanukkah Experiences in Mrs. Melchiorre/Wells classroom.

6. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Harrison Township School – November 17, 2023 (AM)
 - 2) Harrison Township School – December 12, 2023 (AM)
 - b. Lockdown Drill
 - 1) Pleasant Valley School – November 17, 2023 (AM)
 - 2) Harrison Township School – December 11, 2023 (PM)
 - c. AED Drill
 - 1) Harrison Township School – December 5, 2023 (AM)
 - 2) Pleasant Valley School – December 11, 2023 (PM)

Motion: Mr. Henderson Second: Ms. Clark
 Roll Call: (8-0) 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 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. Equity Committee	PVS Cafeteria	Day of Service
PV Fit	PVS Gym	Youth Fitness Program

Motion: Ms. Clark Second: Mr. Henderson
 Roll Call: (8-0) Carried: Yes

XI. New Business:

Mr. Scharlé reviewed the changes to the proposed 2024 BOE meeting schedule, which is scheduled for approval at the reorganization on January 2, 2024.

Sean Henderson asked to have two port-a-potties for Harrison Township Youth Basketball if lack of supervision of children persists.

XII. Old Business:

Dr. Peretti addressed the change in the February 2024 school calendar.

- February 12th is now an in-service day and February 19th is a holiday.
- Dr. Peretti did a staff survey before making this change.

XIII. Audience Participation II:

None

XIV. Adjournment:

There was no further business. A motion was made to adjourn at 7:22 p.m.

Motion: Mr. Henderson
Roll Call: Voice

Second: Ms. Clark
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary