

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, September 23, 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, September 23, 2024.

II. Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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:

Report on the Harrison Township School District’s placement on the NJQSAC Continuum, as measured during the May 28, 2024 monitoring.

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 August 19, 2024 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

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

Roll Call:

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

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

- 1. Email from Terry Wraga received September 3, 2024 re: retirement.
- 2. Email from Katie Morrison received September 4, 2024 re: resignation.
- 3. Letter from Karen Giambrone received September 13, 2024 re: resignation.
- 4. Letter from Superior Court of NJ received September 18, 2024 re: restitution.

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 August 2024. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of August 2024. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 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. August 2024 Ratified Bill List \$658,947.53 (*Attachment: Fin. #6a*)
 - b. September 2024 Bill List \$1,022,103.54 (*Attachment: Fin. #6b*)
7. Approval of the 2024-2025 Nonpublic Security Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #7*)
8. Approval of the 2024-2025 Agreement with Gloucester County Special Services School District to provide Chapter 226 Nonpublic Nursing Services. (*Attachment: Fin. #8*)
9. Approval of the resolution for the 2024-2025 Nonpublic Services Agreement with Gloucester County Special Services School District to provide all services under P.L., Chapter 192 and 193. (*Attachment: Fin. #9*)
10. Approval to withdraw additional funds from the Maintenance Reserve for the repair of the cooling tower in the Pleasant Valley School for the amount of \$19,360.84.
11. Approval of Lisa Ridgway, Interim Board Secretary/School Business Administrator, as the Qualified Purchasing Agent and Custodian of Records for the Harrison Township School District effective October 1, 2024.

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

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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 Terry Wraga, Instructional Aide at Harrison Township School, effective December 1, 2024.

2. Acceptance of the resignation of Katie Morrison, Special Education Aide at Harrison Township School, effective after the contractual 30 days or as soon as a replacement can be secured.
3. Acceptance of the resignation of Karen Giambrone, General Aide at Pleasant Valley School, effective September 20, 2024.
4. Approval of Alison Cusack to provide homebound instruction for 5 hours for 6-8 weeks (TBD) at the approved contractual rate of \$38.69/hour.
5. Approval of Krissy Guarro to provide homebound speech services for 25 minutes two times per cycle at the approved contractual rate of \$38.69/hour.
6. Approval of the retraction of employment of Samuel Berardi, part-time General Aide at Harrison Township School due to required clearances still pending.
7. Approval of the employment of Alyssa Pastore, of Swedesboro, as Part-Time Special Education Aide at Harrison Township School, effective September 30, 2024 through June 30, 2025, with salary established at Step 1 (\$22.59/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. #7**)
8. Retroactive approval of the employment of Anne Rutledge, of Mullica Hill, as part-time General Aide (5.0 hours/day) at Harrison Township School, effective September 9, 2024 through June 30, 2025 at a salary established at Step 1 (\$15.13/hour) in accordance with the 2022-2025 contract between H.T.B.O.E. and H.T.E.A., pending receipt of required clearances. (**Attachment: Pers. #8**)
9. Approval of the following staff members in the stipend positions listed below, effective September 1, 2024 through June 30, 2025, with a stipend to be determined in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.:
 - a. Public Relations Building Liaison, HTS – Taylor Johnson
 - b. Public Relations Building Liaison, PVS – Natalie Markey
 - c. 504 Coordinators, HTS – Heather Schank & Jean Marie Sutton
 - d. 504 Coordinator, PVS – Heather Schank & Chelsea Nelson
 - e. I&RS Coordinators, HTS – Heather Schank & Jean Marie Sutton
 - f. I&RS Coordinator, PVS – Adrienne McGovern
 - g. Student Council Advisors, PVS – Christie Mamaluy & Meghan Hack
 - h. Circle of Friends Advisor, HTS – Nicole Grieb
 - i. Circle of Friends Advisor, PVS – Heather Leonardi
 - j. School Band Director, PVS – Albert Bader
 - k. Chior Director, PVS – Allegra Counsellor
 - l. Safety Patrol Coordinators, PVS – Michael Brodzik & Deneen Dougherty

10. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective through June 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Melissa Lack – Teacher	Dara Hecht - Teacher
Grace D’Amico - Teacher	Adriana Rossell - Teacher
Chloe Weber - Teacher	Rachel Hess – General Aide
Wendy Cole – School Nurse	Jamie Sabec – School Nurse
Jenna Broadbent - Teacher	Stephen Brown – Bus Driver
Kristin Bennett - Teacher	Lindsey Moffa - Teacher
Zoraida Valentin-Natale – General Aide	Emily Mathis - Teacher
Lucinda Bull – General Aide	Karen Giambrone – General Aide
Paul Bentz – Bus Driver	Theresa Whittle – General Aide
Ralph Clark – Transportation Aide	Loriel Dewedoff – Teacher & General Aide
Juliana Gallego – General Aide	Kaydene Hanson – Teacher & General Aide

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

Roll Call:

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

B. Education

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

1. Approval of the homeschooling of Student #30034 for the 2024-2025 school year per parent request received September 5, 2024.
2. Approval of Student #27000 to attend Bankbridge in Deptford, NJ for the 2024-2025 school year at a tuition rate of \$42,690.00 and a one-on-one aide rate of \$41,580.00.
3. Approval of homebound instruction of Student #29032 for five hours per week for 6-8 weeks (TBD).
4. Approval of homebound speech services for Student #29032 for 25 minutes two times per cycle.

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

Roll Call:

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

C. Administration

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

1. Approval of Matthew Simmermon and Jeff Pisacreta to attend *Handle with Care Recertification* in Vineland, NJ on October 9, 2024 at a cost of \$525.00 per person as well as mileage reimbursement.
2. Approval of Heather Schank and Jean Marie Sutton to attend *Handle with Care Recertification* in Vineland, NJ on October 11, 2024 at a cost of \$525.00 per son as well as mileage reimbursement.
3. 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 2025:
 - a. Public Policy, Ethics, and Contemporary Issues – September 2024 through October 2024 - \$2,793.87
 - b. Inquiry 3: Policy Inquiry, Analysis, and Entrepreneurship –September 2024 through December 2024 - \$2,793.87
4. Approval of the reimbursement of graduate tuition cost to Taryn Fogg following successful completion of the following courses through New Jersey City University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
 - a. Early Childhood Curriculum & Programs – September 2024 through December 2024 - \$2,570.40
 - b. Child Study Basis Educational Planning – September 2024 through December 2024 - \$2,570.40
5. Approval of the following Pre-School field trips for the 2024-2025 school year:
 - a. Duffield’s Farm Market in Sewell, NJ
6. Approval of The Wonder Project assembly for third grade classrooms sponsored by the PTA on November 22, 2024.
7. Approval of Dental Health assemblies for preschool and kindergarten classrooms sponsored by the PTA & Dr. Bowen on February 7, 2025.
8. Approval of the Lizard Guy assembly for first grade classrooms sponsored by the PTA on March 20, 2025.
9. Approval of the Prismatic Laser assembly for second grade classrooms sponsored by the PTA on March 28, 2025.
10. Approval of Mother Goose assembly for kindergarten classrooms sponsored by the PTA on April 4, 2025.

11. Acknowledgement of safety drills conducted in the district schools:
- a. Fire Drill
 - 1) Pleasant Valley School – September 16, 2024 (AM)
 - 2) Harrison Township School – September 16, 2024 (PM)

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

Roll Call:

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

E. Transportation

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

- 1. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for Student #26162 to Saint John of God/Archbishop Damiano School in Westville, NJ on Bus Route CABSSJA for the period of September 5, 2024 through June 18, 2025 at a cost of \$28,092.15. (*Attachment: Trans. #1*)
- 2. Approval of Joint Transportation Agreement with Gloucester County Special Services District via Delaware City Bus Company to provide transportation for Student #27000 to Bankbridge in Deptford, NJ on Bus Route S9043Q for the period of September 12, 2024 through June 18, 2025 at a cost of \$27,615.00.

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

Roll Call:

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

F. Buildings & Grounds

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

1. Approval of the submission of the Comprehensive Maintenance Plan to the Gloucester County Office of the Department of Education. **(B&G: #1)**
2. Approval of the following groups to utilize the facilities for the 2024-2025 school year:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Boy Scouts	HTS Activity Center	Meetings
Girl Scouts	HTS Activity Center	Meetings
Girl Scouts	PVS Cafetorium	Meetings
Casey Heitman	PVS Room A110	Math Club
Casey Heitman Basketball Clinics	PVS Gym	Basketball
PV Fit	PVS Gym	Youth Fitness
PTA	HTS Library	Meetings
Surge Independent Color Guard	HTS/PVS Gyms	Practices
Chess Club	PVS Cafetorium	Meetings

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

Roll Call:

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_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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:** _____

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY**

BOARD OF EDUCATION REGULAR MEETING

Monday, September 23, 2024 – 7:00 PM

AGENDA – Closed Session

1. Personnel