

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, October 28, 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, October 28, 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 _____ Lisa Ridgway _____ 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:

Presentation of 2024 NJSLA Results

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 September 23, 2024 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)
2. Approval of minutes of the September 23, 2024 Executive Session of the Board of Education Meeting. (*Attachment: Min. #2*)

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. Letter from Rose Rainas received October 18, 2024 re: resignation.
2. Letter from Alexis Zuccato received October 25, 2024 re: leave of absence.

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 September 2024. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of September 2024. (*Attachment: Fin. #2*)

3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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. September 2024 Ratified Bill List \$1,826,220.05 (*Attachment: Fin. #6a*)
 - b. October 2024 Bill List \$309,909.26 (*Attachment: Fin. #6b*)
7. Approval of the 2025-26 Budget Calendar. (*Attachment: Fin. #7*)
8. Approval to participate in the memorandum of agreement for the Gloucester County Title III Consortium for the 2024-25 school year. Lead agency is Swedesboro Woolwich School District. (*Attachment: Fin. #8*)
9. Be it Resolved by the Harrison Township Board of Education that Lisa Ridgway is hereby appointed a Fund 2024-25 Commissioner to the School Health Insurance Fund, effective October 1, 2024, to represent the Harrison Township Board of Education. (*Attachment: Fin. #9*)

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. Retroactive approval of the employment of Heather Laigaie, of Mullica Hill, as Part-time, Special Education Aide at Harrison Township School, effective October 21, 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. #1*)

2. Approval of the employment of Kathleen Sepulveda, current substitute transportation aide, as contracted part-time transportation aide for the District, effective October 29, 2024 through June 30, 2025 at Step 1 (\$15.30/hour).
3. Approval of the employment of Nicole Southrey, current substitute transportation aide, as contracted part-time transportation aide for the District, effective October 29, 2024 through June 30, 2025 at Step 1 (\$15.30/hour).
4. Acceptance of the resignation of Rose Rainas, Substitute Bus Aide and Substitute Custodian for the district effective August 14, 2024.
5. Approval of the retirement of Milton Ney, Supervisor of Buildings & Grounds, effective April 1, 2025.
6. Approval of a leave of absence for Alexis Zuccato, Fourth Grade Teacher at Pleasant Valley School, effective February 3, 2025, utilizing forty accumulated sick days concurrent with FMLA and continued with an unpaid leave under NJFMLA through the remainder of the school year, with a return date of September 1, 2025.
7. Approval Tina Heil in the stipend position of Homeless Liaison, 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
8. Approval of Taylor Johnson (HTS) and Natalie Markey (PVS) in the stipend position of Public Relation Liaison, effective September 1, 2024 through June 30, 2025, with a stipend established at \$1,035.00 each.
9. Approval of Nicole Grieb to provide homebound instruction for 10 hours of instruction from November 25, 2024 through approximately December 20, 2024 at the approved contractual rate of \$38.69/hour.
10. Approval of Krissy Guarro to provide homebound speech instruction for 2 times per week, for 25 minutes from November 25, 2024 through December 20, 2024 at the approved contractual rate of \$38.69/hour.
11. 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.

Andrew Franks - Custodian	Sharyn Minor - Teacher
William Kellum, II - Teacher	Huong Lam – Transportation Aide
Olivia Denson - Teacher	Lisa Wall – Bus Driver
Latoya Stanford – Bus Driver	

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

Roll Call:

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_____ 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 homebound instruction of Student #29011 for 10 hours of instruction from November 25, 2024 through approximately December 20, 2024.
2. Approval of homebound speech instruction of Student #29011 for 2 times per week for 25 minutes from November 25, 2024 through approximately December 20, 2024.
3. Approval of the Harrison Township School District’s 2024-2025 Curriculum Framework, as required by the State of New Jersey Department of Education, in the areas of:
 - i. Social Studies
 - ii. Science
 - iii. Special Areas: Art, Music, Health & PE, Innovations and Designs
 - iv. English Language Arts
 - v. Mathematics
 - vi. Cultural Literacy
4. Approval of the development and submission of the district’s District Improvement Plan (DIP), as required by the NJQSAC process.

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 Brianna Miller to attend *NJTEEA Annual Conference* on November 1, 2024 at Rutgers University Livingston Student Center at a cost of \$225.00, plus mileage reimbursement.
2. Approval of Casey Heitman to attend *Thinking Classrooms* professional development on December 16, 2024 at Rowan University at a cost of \$199.00, plus mileage reimbursement.
3. Approval of John Trussell to attend *Handle with Care Training* on December 5, 2024 in Philadelphia, PA at a cost of \$525.00, plus mileage reimbursement.
4. Approval of the reimbursement of graduate tuition cost to Lori Hynes following successful completion of the following courses through Liberty University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
 - a. Capstone 3 – January 2025 through May 2025 - \$3,599.00

5. Approval of the reimbursement of graduate tuition cost to Nicole Grieb following successful completion of the following courses through William Patterson University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
 - a. Administration & Supervision of Special Education Programs – November 2024 through December 2024 - \$1,873.65
 - b. Curriculum Design – Theory & Practice – January 2025 through May 2025 - \$1,873.65
 - c. Supervision & Evaluation – January 2025 through May 2025 - \$1,873.65

6. Approval of the following field trips for the 2024-2025 school year:
 - a. Kindergarten to the Harrison Township Police Department
 - b. Kindergarten to Storybook Land
 - c. First Grade to the Philadelphia Zoo
 - d. Second Grade to Edelman Fossil Park
 - e. Second Grade to Mullica Hill Historical Society
 - f. Third Grade to the Adventure Aquarium
 - g. Third Grade to Edelman Planetarium at Rowan
 - h. Third Grade to Pleasant Valley School
 - i. PVS MSD Class to Inclusion Coffee Shop
 - j. Fourth Grade to Woodford Cedar Run Wildlife Refuge
 - k. Fourth Grade to Battleship New Jersey
 - l. Fifth Grade to Walking Tour of Historic Philadelphia
 - m. Fifth Grade to Franklin Institute
 - n. Sixth Grade to The Renaissance Fair
 - o. Sixth Grade to FunPlex

7. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on October 1, 2024, at 2:10pm supervised by Karen Russo, Principal. All busses, drivers and aides were in participation.

8. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Harrison Township School – September 26, 2024 (AM)
 - b. Evacuation Drill
 - 1) Harrison Township School – October 17, 2024 (PM)
 - 2) Pleasant Valley School – October 4, 2024 (AM)
 - c. Fire Drill
 - 1) Harrison Township School – October 8, 2024 (PM)
 - 2) Pleasant Valley School – October 16, 2024 (PM)

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Roll Call:

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_____ 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. Approval of the first reading of the following policies:
 - a. P 8500 – Food Services (*Attachment: Pol. #1a*)
 - b. P 8540 – School Nutrition Programs (*Attachment: Pol. #1b*)
 - c. P 8550 – Meal Charges/Outstanding Food Service Bill (*Attachment: Pol. #1c*)
 - d. P 8561 – Procurement Procedures for School Nutrition Programs (*Attachment: Pol. #1d*)

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

Roll Call:

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_____ 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. 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

F. Buildings & Grounds

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

1. 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>
PTA	PVS Café & Gym	Cocoa with Santa Event
Tiger Org.	HTS Gyms	Basketball Camp
OKKA Karate	PVS Gym	Black Belt Ceremony
Harrison Soccer Club	HTS Gym 3	Soccer Skills Training

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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:** _____