

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, November 18, 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, November 18, 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:**

**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 October 28, 2024 Regular Session 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. Letter from Richard McGee received November 11, 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 October 2024. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of October 2024. (*Attachment: Fin. #2*)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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. October 2024 Ratified Bill List \$1,826,558.99 (*Attachment: Fin. #6a*)
  - b. November 2024 Bill List \$208,381.15 (*Attachment: Fin. #6b*)
7. Approval of the appointment of Susan Hodges, Esquire of Parker McCay as the Board Negotiations Counsel (Negotiator) for the period of November 19, 2024 through December 31, 2025.

**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. Approval of the employment of Kelly Newman, of Franklinville, as a Part-time Special Education Aide at Pleasant Valley School, effective November 20, 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 a medical leave of absence for Richard McGee, transportation aide, effective December 9, 2024 utilizing accumulated sick and personal days with a return date to be determined.
3. Approval of the increase of revised minimum wage as required by Governor Murphy, effective January 1, 2025, from \$15.13 per hour to \$15.49 per hour. (Note: Financial impact to the district is \$2,020.44 for January 1, 2025 through June 30, 2025).
4. Approval of the employment of Francis Hall, current substitute Bus Driver, as contracted Bus Driver for the District, effective November 19, 2024 through June 30, 2025.

5. 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.

Donald Caputi - Custodian  
Stephanie Parlett - Teacher

Abigail Culling - Teacher

**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. 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

**C. Administration**

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

1. Approval of the reimbursement of graduate tuition cost to Kelly Meacher 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. Analytic Techniques in HPHE – January 6, 2025 through April 26, 2025 - \$2,394.30
2. Approval of the reimbursement of tuition cost to John Berkett following successful completion of the following courses through Rowan University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
  - a. Information Systems for Managers – January 21, 2025 through March 17, 2025 - \$1,557.98
  - b. Systems Analysis and Design – January 21, 2025 through March 17, 2025 - \$3,115.95
  - c. Marketing Management Fundamentals – March 18, 2025 through May 12, 2025 - \$1,557.98

3. Approval of the School Psychology Practicum Placement of Quinn Maccini with Danielle Nemeth at Harrison Township School from January 21, 2025 through May 9, 2025 under the auspices of Rowan University.
4. Approval of the following field trips for the 2024-2025 school year:
  - a. Sixth grade choral students to the Mullica Hill Senior Center
5. Acknowledgement of a Bus Evacuation Drill at Harrison Township School on October 30, 2024, at 8:30am supervised by AnnaLisa Rodano, Principal. All busses, drivers and aides were in participation.
6. Acknowledgement of safety drills conducted in the district schools:
  - a. Shelter in Place Drill
    - 1) Harrison Township School – November 12, 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. Approval of the second 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:**

_____ 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. 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>
Township of Harrison	HTS Parking Lot	Lights on Main Parking
Hulmes/CYFC	PVS Cafeteria	Cheerleading Practice
Memis/TOPSports	PVS Cafeteria	Buddy Training

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ 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:** \_\_\_\_\_