

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

**REGULAR MEETING
OCTOBER 28, 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 7:03 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 (<i>absent</i>)
Mrs. Janette Coslop	Mrs. Shannon Williams
Mr. Louis DiBacco (<i>absent</i>)	

Others Present:

Dr. Missy Peretti, Superintendent of Schools and Mrs. Lisa Ridgway, Interim School Business Administrator.

Dr. Peretti introduced Lisa Ridgway and welcomed her to her first meeting.

III. **Flag Salute:**

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

IV. **President's Welcome:**

Presentation of 2024 NJSLA Results

Lisa Heenan, Chief Academic Officer, presented the 2024 NJSLA results

- Explained what NJSLA is
- Presentation will be placed on the district’s website after the board meeting
- Data shared for ELA, Math, and Science

Dr. Peretti spoke about the Super Stretch status from iReady for 2024.

V. Audience Participation I:

Kristen Cavanaugh, Clearview Teacher

- Received a text message from HTEA endorsing candidates
- They should not be involved in politics
- Asked about which office handles OPRA reports
- Not all teachers in Harrison Township are endorsing the candidates that HTEA are endorsing

Scott Muscarella

- Thanked the Board for their service
- Important for all to know – Board and community – about the text message that went out endorsing candidates
- HTEA has used NJEA data to campaign for three candidates
- Direct conflict of interest for members to pick their employers

VI. Approval of Minutes:

Motion: For the Board of Education to 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: Ms. Rubino
Roll Call: (7-0)

Second: Mr. Bright
Carried: Yes

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 – 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 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

Motion: For the Board of Education to 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: Mrs. Bowen
Roll Cal: (7-0)

Second: Mrs. Williams
Carried: Yes

X. Superintendent's Report:

A. Personnel

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

1. Retroactive approval of the employment of Heather Laigaie, of Mullica Hill, NJ, 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.

Mr. Ney has been a supervisor since 2012, Dr. Peretti thanked him for his service to the district.

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	

12. Acceptance of the resignation of Morgan Duignan, Special Education Aide, effective after the contractual 30 days or as soon as a replacement can be secured.

Motion: Mrs. Williams	Second: Mrs. Coslop
Roll Call: (7-0)	Carried: Yes

B. Education

Motion: For the Board of Education to 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: Mr. Bright	Second: Mr. Baron
Roll Call: (7-0)	Carried: Yes

C. Administration

Motion: For the Board of Education to 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)

9. Approval of Mary Garwood, nurse at Pleasant Valley School, to attend *Stop the Bleed* course being held at Burlington Township High School on November 14, 2024.

Motion: Mrs. Coslop
Roll Call: (7-0)

Second: Mrs. Williams
Carried: Yes

D. Policy

Motion: For the Board of Education to 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: Mrs. Bowen
Roll Call: (7-0)

Second: Mrs. Williams
Carried: Yes

E. Transportation

None

F. Buildings & Grounds

Motion: For the Board of Education to 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

Motion: Mrs. Coslop
Roll Call: (7-0)

Second: Mr. Baron
Carried: Yes

XI. New Business:

Dr. Peretti addressed questions regarding the release of parent information. School messenger is used for communication and the information is held in a district database. The data is placed into the system and it is not released outside of the school district.

Dr. Peretti addressed questions received regarding positions and staff members leaving during the school year. Dr. Peretti indicated that she has been in education for twenty-four years and the last five years we have seen more movement in staff than in the past. Harrison Township is one of the districts that can quickly fill positions.

XII. Old Business:

None

XIII. Audience Participation II:

Steve Grimshaw

- Spoke about the NJEA and their convention
- Showed a flyer that promotes drag queens
- Is calling for resources for parents to monitor NJEA

Tina Heil

- Spoke about the HTEA endorsement of candidates
- Unions all over New Jersey support candidates
- Concerned that one resident called her supervisor concerning the endorsement
- Read a political text that a staff member received that was unsolicited from candidates

Steven Grimshaw

- Informed the Board that additional copies of the brochures were sent to the superintendent

XIV. Adjournment:

There was no further business. A motion was made to adjourn at 7:58 p.m.

Motion: Mr. Bright
Roll Call: Voice

Second: Mrs. Williams
Carried: Yes

Respectfully Submitted,

Lisa Ridgway
Interim Board Secretary