

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

**REGULAR MEETING  
JANUARY 27, 2025  
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 7:01 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. Janette Coslop
Mr. Tim Bast	Mrs. Colleen Kendrick
Mrs. Jennifer Bowen ( <i>absent</i> )	Mrs. Stacey Muscarella
Mr. Walter Bright ( <i>absent</i> )	Mrs. Shannon Williams
Mr. John Cavanaugh	

**Others Present:**

Dr. Missy Peretti, Superintendent of Schools and Mrs. Lisa Ridgway, Interim 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:**

*2024-2025 Mid-Year Budget Review*

Dr. Peretti discussed the Mid-Year Budget Review that was held at the County Office of Education. In attendance from the district were Dr. Peretti, Lisa Ridgway, Lisa Heenan, and Lori Hynes. Dr. Peretti gave an overview of the Mid-Year Budget Review process and the information that was reviewed.

**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 December 16, 2024 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)
2. Approval of the minutes of the January 6, 2025 Regular Session of the Board of Education Meeting. (*Attachment: Min. #2*)

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

Second: Mr. Baron  
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 – Janette Coslop (No report at this time.)
  - g. School Safety – Shannon Williams (No report at this time.)
  - h. Shared Services – John Cavanaugh (No report at this time.)
  - i. Transportation – Tim Bast (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. Email from Julie Taylor received January 8, 2025 re: retirement.

**IX. Business Administrator's Report:**

- A. Finance

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

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

3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 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. December 2024 Ratified Bill List \$1,778,455.60 (*Attachment: Fin. #6a*)
  - b. January 2025 Bill List \$376,388.59 (*Attachment: Fin. #6b*)
7. Approval of Resolution, after review and discussion, to accept the 2023-2024 Report of Audit. (No corrective action plan is necessary). (*Attachment: Fin. #7*)

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

Second: Mr. Cavanaugh  
Carried: Yes

**X. Superintendent's Report:**

**A. Personnel**

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

1. Approval of the employment of Katelyn Brothman, of Hammonton, NJ, as Long-term Substitute Teacher at Pleasant Valley School, during the absence of Brittain Hurley for the period of March 17, 2025 through June 30, 2025, 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 (\$53,087.00) 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 Lisa Pomante, of Mullica Hill, NJ, as Part-time Special Education Aide at Harrison Township School effective as soon as possible 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. #2*)
3. Acceptance of the retirement of Julie Taylor, General Aide at Harrison Township School, effective January 8, 2025.

*Dr. Peretti thanked Julie Taylor for her service to the district and wished her well.*

4. 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.

Ashley Elder – Teacher & General Aide    Michelle Fiordaliso – Bus Driver

5. Approval of a leave of absence for Michelle Troast, First Grade Teacher at Harrison Township School, effective February 3, 2025, utilizing 58 sick days concurrent with FMLA with an anticipated return date of May 1, 2025.

Motion: Mr. Baron  
Roll Call: (7-0)

Second: Mrs. Coslop  
Carried: Yes

B. Education

None

C. Administration

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

1. Approval of the following to attend *Comprehensive SLD Assessment: RTI, PSA & the Disagreements in the Field* on January 27, 2025 at Salem County Vo-Tech at a cost of \$100.00 each plus mileage reimbursement:

Lori Hynes

Tina Heil

Danielle Nemeth

Jennifer Sedlak

2. Acknowledgement of safety drills conducted in the district schools:

a. Lockdown Drill

1) Pleasant Valley School – December 16, 2024 (AM)

2) Pleasant Valley School – January 14, 2025 (PM)

b. Table Top Fire Drill

1) Harrison Township School – December 17, 2024 (PM)

c. Fire Drill

1) Pleasant Valley School – December 17, 2024 (AM)

d. Shelter In Place Drill

1) Harrison Township School – January 16, 2025 (PM)

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

Second: Mrs. Kendrick  
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 groups to utilize the facilities for the 2024-2025 school year:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Harrison Kids	HTS Gym 3 & Activity Center	Before/After Care Program
Cub Scouts	PVS Cafeteria	Scout Meeting
PTA	PVS Cafeteria	Valentine Bingo
Harrison Twp. Rec. Comm.	PVS Cafeteria & Stage	Theatre Camp
CYFC	PVS Cafeteria	Football/Cheer Equipment Returns
Motion: Mr. Baron Roll Call: (7-0)	Second: Mr. Cavanaugh Carried: Yes	

**XI. New Business:**

1. Community Projects

Dr. Peretti shared highlights of various community projects.

2. Audit Process

Mrs. Ridgway reviewed the audit process and areas of testing. She informed the public that there were no findings or recommendations. Mrs. Ridgway thanked the staff that works hard during the year and it is their effort that produces a clean audit.

The Board thanked everyone involved as well.

3. Day after Superbowl

Mrs. Kendrick stated that she received an email asking if the district will be closed on the day after the Superbowl.

Dr. Peretti stated that the district will not be closed.

**XII. Old Business:**

None

**XIII. Audience Participation II:**

None

**XIV. Adjournment:**

There was no further business. A motion was made to adjourn at 7:18 p.m.

Motion: Mrs. Coslop  
Roll Call: Voice

Second: Mr. Bast  
Carried: Yes

Respectfully Submitted,

Lisa Ridgway  
Interim Board Secretary