

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

**REGULAR MEETING
APRIL 28, 2025
7:00 PM**

Mrs. Shannon Williams, Board Vice 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. Janette Coslop
Mr. Tim Bast	Mrs. Colleen Kendrick
Mrs. Jennifer Bowen	Mrs. Stacey Muscarella (<i>absent</i>)
Mr. Walter Bright	Mrs. Shannon Williams
Mr. John Cavanaugh	

Attendance:

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

III. Flag Salute:

Led by Shannon Williams, Board Vice President of the Harrison Township Board of Education.

IV. President's Welcome:

2025-2026 Budget Presentation and Public Hearing

Dr. Peretti presented the 2025-26 proposed budget and referenced the information in the handout that was given to the Board members and the public. (*See Attachment A*)

Dr. Peretti opened up the Public Hearing to the Board members.

Q. Mr. Cavanaugh asked if this can be pushed forward or are they approving it tonight.

A. Dr. Peretti indicated that the approval must be tonight. This is the same as the tentative budget and special meeting for the Tax Levy Incentive Application, no additional items were added and the maintenance person was not approved on the application.

Q. Mr. Baron asked if there was any communication telling us why this was short notice. There is no consistency in the process.

A. Dr. Peretti indicated that known districts were given 24-48 hours' notice before their hearings and we were given three hours before the meeting.

Q. Mrs. Kendrick asked about what was removed.

A. Mrs. Ridgway responded that the State removed the maintenance person from the application approval, as it did not meet their definition of thorough and efficient education.

Q. Mr. Bright indicated that we expected this by Friday and it did not come until today. He asked if we are trending towards self-sufficiency.

A. Mrs. Ridgway responded that the State has been continually moving the bar between Local Fair Share and Adequacy. With the removal of over \$5 million of Equalization Aid, the State is making a statement that the district will be moving further towards local funding with little State aid contributed.

Dr. Peretti then opened up the Public Hearing to the public.

- There were no questions or comments from the public.

The public hearing was closed at 7:30 p.m.

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 March 19, 2025 Regular Session of the Board of Education Meeting. (***Attachment: Min. #1***)
2. Approval of the minutes of the April 7, 2025 Special Session Board of Education Meeting. (***Attachment: Min. #2***)

Motion: Mrs. Bowen
Roll Call: (8-0)

Second: Mr. Bright
Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (Absent)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mrs. Bowen reported that there was a meeting on April 23, 2025.
 - e. Board Development – Todd Baron (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Janette Coslop
Mrs. Coslop reported that there was a meeting earlier this evening and good ideas and future meetings were discussed.
 - 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. Letter from Nancy Moran received March 25, 2025 re: leave of absence.
2. Letter from Jennifer Avila received April 1, 2025 re: leave of absence.
3. Letter from Donna D’Amico received April 3, 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 March 2025. (**Attachment: Fin. #1**)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2025. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of March 2025. (**Attachment: Fin. #2**)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2025. 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. March 2025 Ratified Bill List \$1,850,750.09 (*Attachment: Fin. #6a*)
 - b. April 2025 Bill List \$532,706.30 (*Attachment: Fin. #6b*)
7. Approval of the Resolution Travel and Related Expense Reimbursement 2025-2026. (*Attachment: Fin. #7*)
8. Approval of the Resolution adopting the 2025-2026 School Year Budget. (*Attachment: Fin. #8*)
9. Approval of the Certification of Tax Levy for fiscal year 2025-2026. (*Attachment: Fin. #9*)
10. Approval to award contract for food service management services to Nutri-Serve Food Management, Inc. for the 2025-2026 school year, at the established flat management fee of \$31,050.00 per one school calendar year. Nutri-Serve is projecting a loss of \$9,425.00 and no guarantee. (*Attachment: Fin. #10*)
11. Approval of the Resolution authorizing the change in the Dental Carrier. (*Attachment: Fin. #11*)

Motion: Mr. Bright
Roll Call: (8-0)

Second: Mr. Baron
Carried: Yes

X. Superintendent's Report:

A. Personnel

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

1. Retroactive approval of a medical leave of absence for Nancy Moran, Art Teacher at Harrison Township School, utilizing accumulated sick time concurrent with FMLA, effective March 20, 2025 through April 17, 2025 with an estimated return date of April 23, 2025.
2. Approval of a maternity leave of absence for Jennifer Avila, Special Education Teacher at Harrison Township School, utilizing accumulated sick time concurrent with FMLA, continuing with unpaid leave under NJFLA effective on the first in-service day of the 2025-2026 school year through January 4, 2026 with an anticipated return date of January 5, 2026.
3. Acceptance of the retirement of Donna D'Amico, Instructional Aide at Harrison Township School, effective July 1, 2025.

Dr. Peretti wished Donna D'Amico the best in her retirement and thanked her for her service.

4. Approval of the following teachers to serve as instructors for the Summer Skills Support program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time per day as well as one, 3 hours of pre- and 2 hours of post-planning time at \$22.77 per hour. Compensation is based on the negotiated H.T.E.A contract.

Colleen Illi – K to 1 Teacher	Sabrina Mosiondz – 1 to 2 Teacher
Tracy DeAngelo – 2 to 3 Teacher	Stacie Brown – 3 to 4 Teacher
Casey Heitman – 4 to 5 Teacher	Lauren Sheppard – 5 to 6 Teacher

5. Approval of any qualified and certified Harrison Township District employee to serve as a substitute for the Summer Skills Support program (Teacher, Special Education Aide, and/or Nurse) with compensation for student contact time.
6. Approval of the following teachers to serve as instructors for the Special Education Extended School Year (ESY) program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time at \$22.77 per hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

Jennifer Kotzen	Andrea Startare
Olivia Langerhans	Heather Leonardi
Faith Schusler	Kathy Riggins
Michael Rossi	Sloane Gandler
Camryn Hackett-Slimm	

7. Approval of the following to serve as Special Education Aides for the Special Education Extended School Year (ESY) program. Special Education Aides receive compensation for 3.5 hours per day at the rate of \$18.50 per hour for PreK-6 classrooms. Compensation is based on the negotiated HTEA contract.

Jennifer Strockbine	Emma Hartman
Michelle Horn	Alyssa Pastore
Lisa Pomante	Nancy Marucci
Kelly Newman	Linda Turk
Martina Fuller	Stephanie Guenther
Laurie Holland	Nicole Nastasi

8. Approval of one (1) school nurse per day to provide support for our ESY students 4 days per week (8:45-12:15) daily from July 7, 2025 through July 31, 2025 at \$44.00 per hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and two hours of post-prep time is also provided at \$22.77 per hour; each nurse may accrue these hours.

Susan Jones	Erin Durkin
Erika Mainart	

9. Approval of Shannon Maloney to serve as Speech Pathologist/Therapist to provide speech services for our ESY students 4 days per week Monday through Thursday from July 7, 2025 through July 31, 2025 at Harrison Township School. Therapist receives compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00 per hour and 1 hour of non-student contact time at \$22.77 per hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

10. Approval of any qualified and certified Harrison Township School District employee and approved substitutes to serve as a substitute for the Special Education ESY program (Teacher, Speech Pathologist/Therapist, and/or Nurse) with compensation for student contact time of \$44.00 per hour.
11. Approval of any district aide substitutes or general aides of the Harrison Township School District to serve as substitute aide for the Special Education ESY program with compensation for student contact time of \$18.50 per hour.
12. Approval of Brianna Miller as STEM Camp Coordinator for incoming 3rd and 4th graders. Coordinator will be compensated for the prep time required for the coordination requirements of the program outside the teaching hours of the camp. Coordinators receive up to twenty hours total of non-student contact time at \$22.77 per hour. Compensation is based on the negotiated HTEA contract.
13. Approval of Natalie Markey as STEM Camp Coordinator for incoming 5th and 6th graders. Coordinator will be compensated for the prep time required for the coordination requirements of the program outside the teaching hours of the camp. Coordinators receive up to twenty hours total of non-student contact time at \$22.77 per hour. Compensation is based on the negotiated HTEA contract.
14. Approval of Brianna Miller and Natalie Markey to serve as STEM Camp Teachers at the contracted rate of \$44.00 per hour. Compensation is based on the negotiated HTEA contract.
15. Approval of any qualified and certified Harrison Township School District employee to serve as an additional teacher and/or substitute as needed, for STEM Camp sessions with compensation for student contact time.
16. 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.

Julissa Merla - Teacher	Macy Shaw – Teacher & General Aide
Loriel Dewedoff – General Aide	Esther Cauch – General Aide
17. Approval of the employment of Christopher DeSanto as School Business Administrator/Board Secretary effective July 1, 2025 through June 30, 2025 at a salary established at \$133,000.

Motion: Mrs. Coslop	Second: Mrs. Kendrick
Roll Call: (8-0)	Carried: Yes

B. Education

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

1. Approval of the Language Instructional Educational Program (LIEP) Three-Year Plan. (*Attachment: Edu. #1*)

2. Approval of the Summer Skills Support program for students entering grades 1 through 6. Students attend sessions from 9:00 to 12:00 Tuesday through Thursday from Tuesday, July 8, 2025 through Thursday, July 24, 2025 at the Harrison Township Elementary School.
3. Approval of the Special Education Extended School Year (ESY) program for students in Pre-Kindergarten through 6th grade. Students attend from 9:00 to 12:00 Monday through Thursday from July 7, 2025 through July 31, 2025 at Harrison Township School.
4. Approval of summer STEM Camp for entering 3rd through 6th grade students at the Pleasant Valley School. Sessions are one week and will run on the following dates:
 - a. Session 1: July 14, 2025 through July 17, 2025 from 12:30-3:00pm
 - b. Session 2: July 21, 2025 through July 24, 2025 from 12:30-3:00pm

Motion: Mr. Bright
Roll Call: (8-0)

Second: Mrs. Coslop
Carried: Yes

C. Administration

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

1. Approval of the 2025-2026 student attendance calendar. (*Attachment: Admin. #1*)
2. Approval of the new job description for Special Education Supervisor. (*Attachment: Admin. #2*)
3. Approval of the new job description for Technology Assistant. (*Attachment: Admin. #3*)
4. Approval of the new job description for Maintenance Worker. (*Attachment: Admin. #4*)
5. Acknowledgement of a Bus Evacuation Drill at Harrison Township School on April 24, 2025 at 8:30am supervised by AnnaLisa Rodano, Principal. All busses, drivers, and aides were in participation.
6. Acknowledgement of the District HIB report for the month of March.
7. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Pleasant Valley School – February 25, 2025 (AM)
 - 2) Pleasant Valley School – March 20, 2025 (AM)
 - 3) Harrison Township School – April 23, 2025 (PM)
 - b. Shelter in Place Drill
 - 1) Pleasant Valley School – February 26, 2025 (AM)
 - 2) Pleasant Valley School – April 3, 2025 (AM)
 - c. Fire Drill
 - 1) Pleasant Valley School – March 31, 2025 (AM)
 - d. MERT Emergency & Shelter in Place
 - 1) Harrison Township School – April 8, 2025 (PM)

Motion: Mrs. Bowen
Roll Call: (8-0)

Second: Mr. Cavanaugh
Carried: Yes

D. Policy

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

1. First reading of board policy by Strauss Esmay: 7421 Indoor Air Quality Standards. (*Attachment: Pol. #1*)
2. First reading of board policy by Strauss Esmay: 7422 School Integrated Pest Management Plan. (*Attachment: Pol. #2*)

Motion: Mrs. Coslop
Roll Call: (8-0)

Second: Mr. Baron
Carried: Yes

E. Transportation

None

F. Buildings & Grounds

None

XI. New Business:

1. Congratulations

Dr. Peretti congratulated the following staff members for their successful completion of their Doctorial program:

- a. Dr. Lori Hynes
- b. Dr. Tydejah Roberts

2. Thank you

Thank you to Wazs Works LLC (Brian Wasilewski) and Exleys Landscaping for the donation and installation of a replacement tree.

3. Clearview Middle School Musical Ad

The Board members were in agreement to support the Clearview Middle School Musical by purchasing a program ad.

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:43 p.m.

Motion: Mrs. Bowen
Roll Call: Voice

Second: Mrs. Coslop
Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 8:10 p.m.

Motion: Mr. Cavanaugh
Roll Call: Voice

Second: Mr. Bast
Carried: Yes

Motion: Approve the termination of employee #15552 as discussed in Executive Session, as of April 29, 2025.

Motion: Mr. Bright
Roll Call: (8-0)

Second: Mr. Cavanaugh
Carried: Yes

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 8:11 p.m.

Motion: Mr. Bright
Roll Call: Voice

Second: Mrs. Kendrick
Carried: Yes

Respectfully Submitted,

Lisa Ridgway
Interim Board Secretary