

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

**REGULAR MEETING
OCTOBER 27, 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 7:00 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	

Others Present:

Dr. Missy Peretti, Superintendent of Schools and Mr. Christopher DeSanto, Business Administrator /Board Secretary.

III. Flag Salute:

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

IV. President's Welcome:

1. Student Ambassador Presentation

Dr. Peretti welcomed everyone and introduced the Student Council representatives.

2. BOE Vacancy Interviews

The BOE Vacancy interviews were conducted.

V. Audience Participation I:

Kelly Redkoles – referring to the BOE vacancy

- She hopes the process is fair
- She hopes the BOE picks the right person
- Thinks it's inappropriate for one of the candidates being interviewed for the vacancy profits from her bakery sales during school events

Alexis Rubino – rebuttal and clarification to Ms. Redkoles' comment

- Proceeds from all bake sales are donated back to the school
- Never profited from any bake sale

VI. Approval of Minutes:

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

1. Approval of the minutes of the September 22, 2025 Regular Session Board of Education Meeting (**Attachment: Min. #1**) and Executive Session (**Attachment: Min. #2**).

Item 1:

Motion: Mrs. Bowen

Second: Mrs. Coslop

Roll Call: (8-0)

Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright
Mr. Bright mentioned security cameras as facilities need.
 - b. Curriculum – John Cavanaugh (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mrs. Bowen reported that the final contract is done.
 - 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 committee meeting on October 16, 2025. See Attachment A for topics of discussion.
 - 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 Michelle Troast received October 10, 2025 re: leave of absence.
2. Letter from Nicole Eastlack received October 20, 2025 re: leave of absence.
3. Email from Michele Horn received October 21, 2025 re: resignation.
4. Letter from Nicole Grieb received October 24, 2025 re: leave of absence.

IX. Business Administrator’s Report:

A. Finance

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

1. Budget Transfer List for September 2025. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2025. (*Attachment: Fin. #2*) The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of September 2025.
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2025. (*Attachment: Fin. #3*) 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.
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 2025 Ratified Bill List \$1,830,513.53 (*Attachment: Fin. #6a*)
 - b. October 2025 Bill List \$510,630.60 (*Attachment: Fin. #6b*)
7. Approve the removal of Stacey Muscarella and the addition of Shannon Williams as signatory on the district’s Custodian Account and Food Services Account.
8. Approve the removal of Robert Scharle as signatory on the district’s Maintenance Reserve Account.
9. Approve the contract with PrimePoint for the provision of Year-End ACA Reporting Services (Tax Form 1095C reporting requirements) in the amount of \$3,120.00. (*Attachment: Fin. #9*)
10. Approve the 2026-2027 Budget Calendar. (*Attachment: Fin. #10*)

Items 1-10:

Motion: Mr. Bright

Second: Mr. Cavanaugh

Roll Call: (8-0)

Carried: Yes

X. Superintendent’s Report:

A. Personnel

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

1. When necessary, the Board authorizes the Superintendent of Schools to hire personnel to directly replace a staff vacancy occurring between Board of Education meeting dates to ensure uninterrupted operation of the school district. As always, employment is contingent upon criminal history review clearance and issuance of appropriate certification.
2. Acceptance of the resignation of Lamar Yancey, Special Education Aide at Harrison Township School, effective September 30, 2025.
3. Approval of a leave of absence for Michelle Troast, First Grade Teacher at Harrison Township School, effective March 31, 2026 utilizing 30 accumulated sick days concurrent with FMLA continuing with unpaid leave under NJFLA through September 30, 2026 with an anticipated return date of October 1, 2026.
4. Approval of a leave of absence for Nicole Eastlack, Child Study Team Secretary at Harrison Township School, effective January 5, 2026 utilizing accumulated sick days concurrent with FMLA continuing with an unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of July 1, 2026.
5. Acceptance of the resignation of Michele Horn, Special Education Aide at Harrison Township School, effective November 20, 2025.
6. Approval of a leave of absence for Nicole Grieb, Special Education Teacher at Harrison Township School, effective January 26, 2026 utilizing 48 accumulated sick days concurrent with FMLA continuing with an unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of September 1, 2026.
7. Approval of the employment of Jerah Siegal, of Mt. Laurel, NJ, as a Technology Assistant for the District, with salary established at \$55,000.00 (pro-rated), plus benefits, effective as soon as possible through June 30, 2026, pending receipt of required clearances. (**Attachment: Pers. #7**)
8. Approval of the employment of Lisa Wall, current Substitute Bus Driver as contracted Bus Driver for the District, with as a salary established at Step 2 (\$32.50/hour) effective October 28, 2025 through June 30, 2026.
9. Approval of the employment of Susana Rios, of Bridgeton, NJ, as a Full-time Custodian at Harrison Township School, effective October 20, 2025 through June 30, 2026 with a salary established at Step 2 (\$36,125.00, pro-rated), plus benefits, in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (**Attachment: Pers. #9**)
10. Approval of the employment of Jennifer Rios, of Vineland, NJ, as a Part-time Custodian at Pleasant Valley School, effective October 20, 2025 through June 30, 2026 with a salary established at Step 3 (\$17.09/hour), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (**Attachment: Pers. #10**)
11. Approval of the employment of Christina Hohing, of Mullica Hill, NJ, as a 10-month Receptionist at Harrison Township School, effective as soon as possible through June 30, 2026 with a salary established at Step 1 (\$25,522.00, pro-rated), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (**Attachment: Pers. #11**)

12. Approval of the employment of Donna Beck, of West Deptford, NJ, as Part-Time Special Education Aide at Harrison Township School effective October 29, 2025 through June 30, 2026 at salary established at Step 1 (\$23.33/hour), in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
13. Approval _____ in the stipend position of Homeless Liaison for the 2025-2026 school year, with a stipend of \$1,067.09 in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.
14. Approval _____ in the stipend position of ELL Liaison for the 2025-2026 school year, with a stipend of \$1,100.00 in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.

Item # 13 and 14 – there are several individuals interested in these positions. Approval for specific individuals will be made at the next board of education meeting.

15. Approval of Heather Leonardi in the stipend position of Lego First Team Coordinator for the 2025-2026 school year, with a stipend at \$35.35/hour.
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, 2026, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Kari Switter - Teacher	Velma Echevarria – Transportation Aide
Kathleen Bress – General Aide	Cassandra Insana - Teacher
Judah Israel – Bus Driver	Gina Mariano - Teacher
Amy Puckett - Teacher	Julian Carlisle - Teacher
Greg Boschetto - Custodian	Eliza Shenk - Teacher
Deborah Ferrell – General & Trans. Aide	

Items 1-16:

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. Approve the contract with SPOT Therapy for physical therapy services at a rate of \$100.00 per hour for the 2025-2026 school year. (**Attachment: Edu. #1**)
2. Approve the acceptance of student #5115155897 from Woodbury Heights School District into the Multisystem Disorder class for the 2025 Extended School Year (\$5,275.00); ESY Classroom Assistant (\$2,470.00); 2025-2026 School Year (\$34,333.00); and School Year Classroom Assistant (\$24,910.00).

3. Approve the use of Marie H. Katzenbach School for the Deaf for Audiology Consultation Services at the cost of \$500.00 per evaluation for the 2025-2026 school year.
4. Approve the use of Marie H. Katzenbach School for the Deaf for Complete Audiological Evaluation at a cost of \$800.00 per evaluation during the 2025-2026 school year.
5. Approve the contract with Children’s Hospital of Philadelphia (CHOP) for the provision of Homebound (Hospital) School Services for student #26257 at a rate of \$66.59 per hour of service up to 5 hours per week.

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

Second: Mrs. Bowen
Carried: Yes

C. Administration

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

1. Approval of the reimbursement of tuition cost to AnnaLisa Rodano following successful completion of the following courses through Walden University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
 - a. Collaborative Communication for Administration – November 2025 through January 2026 - \$3,300.00
 - b. School Organizational Dynamics: Policies & Law – November 2025 through January 2026 - \$3,300.00
2. Approval of the reimbursement of graduate tuition cost to Olivia Langerhans following successful completion of the following course through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2026:
 - a. Leading Scholar Community III – October 2025 through December 2025 - \$3,095.10
3. Approval of the following class trips during the 2025-2026 school year:
 - a. Third Grade – Adventure Aquarium
 - b. Third Grade – Edelman Planetarium at Rowan University
 - c. Third Grade – Pleasant Valley School
 - d. Fourth Grade – Launch
 - e. Fourth Grade – Woodford Cedar Run Wildlife Refuge
 - f. Fifth Grade – Franklin Institute
 - g. Fifth Grade – Walking Tour of Philadelphia
 - h. Sixth Grade – Funplex
4. Approval of the following assemblies during the 2025-2026 school year:
 - a. Dental Health Assemblies for Preschool and Kindergarten
 - b. Mother Goose for Kindergarten
 - c. Prismatic Laser for Second Grade
 - d. AWA Assembly for Second and Third Grades
 - e. Author Visit Cynthia Lord for Kindergarten through Third Grades

5. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on October 7, 2025, at 2:10pm supervised by Karen Russo, Principal. All buses, drivers and aides were in participation.
6. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown -Drill
 - 1) Harrison Township School – September 26, 2025 (AM)
 - 2) Harrison Township School – October 8, 2025 (PM)
 - b. Hold Drill
 - 1) Harrison Township School – September 26, 2025 (AM)
 - 2) Pleasant Valley School – October 8, 2025 (PM)
 - 3) Pleasant Valley School – October 22, 2025 (AM)
 - c. Evacuation Drill
 - 1) Pleasant Valley School – October 1, 2025 (PM)
 - d. Fire Drill
 - 1) Harrison Township School – October 2, 2025 (AM)
 - 2) Pleasant Valley School – October 15, 2025 (AM)

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

Second: Mrs. Coslop
Carried: Yes

D. Policy

None

E. Transportation

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

1. Approve the Joint Transportation Agreement with Clearview Regional School District for the 2025-2026 school year. (**Attachment: Trans. #1**)

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

Second: Mrs. Kendrick
Carried: Yes

F. Buildings & Grounds

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

1. Approve the sale of outdated/obsolete district maintenance assets through GovDeals. (**Attachment: B&G: #1**)
2. Approval of the following groups to utilize the facilities for the 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
Sean Henderson/HTYB	HTSD Gyms 11/10/25-3/15/26	Basketball practice, games, photos & meetings
Hulmes/CYFC	PVS Cafeteria 10/29/25-11/20/25	Cheerleading Practice

Szolack/Tiger
Organization

PVS Gym -Wednesdays
10/29/25-12/17/25

Basketball

Mancini/PTA

PVS Gym and Cafeteria
Sunday 12/7/25

Breakfast with Santa

Item 1-2:

Motion: Mr. Bast

Second: Mr. Bright

Roll Call: (8-0)

Carried: Yes

Mr. Bright abstained from HTYB only in item 2.

XI. New Business:

1. November and December 2025 BOE Meeting Dates

The new dates for the November and December board of education meeting are as follows:

- Tuesday, November 18, 2025
- Tuesday, December 16, 2025

The website will be updated, and the change will be posted in the newspaper.

2. NJSBA STEAM Tank Winners

NJSBA awarded them 1st place and a \$2,500 prize. They will be honored at the November board of education meeting. Mr. DeSanto informed the board that the check should be received shortly. Once received, we will create a STEAM student activity account where the funds will be deposited and used solely at their discretion.

3. Business View Magazine Feature

The magazine asked to do a feature article. Most likely in the December or January edition.

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 8:22 p.m.

Motion: Mrs. Coslop
Roll Call: Voice

Second: Mrs. Bowen
Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 9:50 p.m.

Motion: Mrs. Bowen
Roll Call: Voice

Second: Mr. Bast
Carried: Yes

There was a nomination for Alexis Rubio to fill the board vacancy.

Motion: Mr. Bright
Roll Call: (7-1)
No: Mrs. Kendrick

Second: Mr. Cavanaugh
Carried: Yes

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 9:52 p.m.

Motion: Mr. Bright
Roll Call: Voice

Second: Mrs. Kendrick
Carried: Yes

Respectfully submitted,

Christopher C. DeSanto
Board Secretary