

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

**REGULAR MEETING
SEPTEMBER 22, 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 7:02 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
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 Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

V. Audience Participation I:

Gabriella Murphy

- Asked about a Pre-K program
- Did we apply to the State?
- When can we expect full-day Pre-K?
- Where does Pre-K tuition money go?

Lauren

- What is the district's plan to start full-day Pre-K?

Dr. Peretti spoke to both women before the Board went into Executive Session.

VI. Approval of Minutes:

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

1. Approval of the minutes of the August 18, 2025 Regular Session Board of Education Meeting. (**Attachment: Min. #1**)

Item 1:

Motion: Mrs. Williams

Second: Mr. Bright

Roll Call: (9-0)

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
Mrs. Bowen indicated that they will discuss in Executive Session to update the Board.
 - 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 Michael Brodzik received August 25, 2025 re: leave of absence.
2. Email from Lisa Pomante received August 28, 2025 re: resignation.
3. Email from Martina Fuller received September 4, 2025 re: retirement.
4. Letter from Peter Giancola received September 11, 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 August 2025. (**Attachment: Fin. #1**)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2025. (**Attachment: Fin. #2**) The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of August 2025.

3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 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. June 2025 Ratified Bill List (FINAL) \$50,771.76 (*Attachment: Fin. #6a*)
 - b. August 2025 Ratified Bill List \$642,584.93 (*Attachment: Fin. #6b*)
 - c. September 2025 Bill List \$881,736.00 (*Attachment: Fin. #6c*)
7. Approve the use of Pleasant Valley School as an Emergency Evacuation Site for Clearview Regional School District.
8. Approve the Engagement Letter and Contract with Inverso & Stewart, LLC to serve as auditor of the Harrison Township Board of Education. (*Attachment: Fin. #9*)
9. Approve the contract with Gloucester County Special Services School District (GCSSSD) for participation in MVC on-line customer abstract information retrieval services for the 2025-2026 school year. (*Attachment: Fin. #10*)
10. Approve the Memorandum of Agreement for participation in the Gloucester County Title III Consortium for the 2025-2026 school year. (*Attachment: Fin. #11*)

Items 1-10:

Motion: Mr. Bright

Second: Mrs. Coslop

Roll Call: (9-0)

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. Approval of a leave of absence for Michael Brodzik, Sixth Grade Teacher at Pleasant Valley School, utilizing 12 weeks of FMLA, effective January 5, 2026.

3. Acceptance of the resignation of Lisa Pomante, Part-time Special Education Aide at Harrison Township School, effective August 28, 2025.

Dr. Peretti wished Lisa Pomante well.

4. Acceptance of the retirement of Martina Fuller, Part-time Instructional Aide at Harrison Township School, effective June 30, 2025.

Dr. Peretti indicated that Ms. Fuller was a long-time employee and she wished her well in her retirement.

5. Approval of a medical leave of absence for Peter Giancola, Bus Driver for the District, effective September 26, 2025 utilizing 21 sick days, with a return date to be determined.

6. Acceptance of the employment withdraw of Caleb Brooks, Full-Time Custodian for the District, effective August 25, 2025.

7. Approval of the voluntary transfer of Betty Doerrmann, Bus Driver for the District to Transportation Aide, effective September 1, 2025.

8. Approval of the employment of Kristi Gimpel, of Wenonah, NJ, as Full-Time Special Education Supervisor for the District, effective December 1, 2025 at a salary established at \$105,000.00 (pro-rated), plus benefits, pending receipt of required clearances. (**Attachment: Pers. #8**)

Q. Mrs. Kendrick asked if this position is funded by the extra money from the tax levy.

A. Dr. Peretti indicated that it is not. It is funded from positions that were no longer needed.

9. Approval of the employment of David Gaeta, of Pitman, NJ, as Full-Time Maintenance Worker/Maintenance Mechanic for the District, effective September 22, 2025 through June 30, 2026 with a salary established at \$65,000.00 (pro-rated), plus benefits, pending receipt of required clearances. (**Attachment: Pers. #9**)

10. Approval of the employment of Lauren Gress, of Mullica Hill, NJ, as Part-Time Instructional Aide at Harrison Township School, effective September 15, 2025 through June 30, 2026 with a salary established at Step 1 (salary established 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 Shaniya Saxton, of Salem, NJ, as Part-Time Special Education Aide at Harrison Township School, effective September 23, 2025 through June 30, 2026 with a salary established at Step 1 (salary established 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 Bridget Stankowski, current HTS Receptionist, as a 10-month District Data Analysis Specialist at a salary of \$42,500.00 (pro-rated) effective September 23, 2025 through June 30, 2026.

13. Approval of the following as after school advisors for the MUST Program for the 2025-2026 school year at the approved contractual rate to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.:

Christa Glaze – HTS
Christie Mamaluy - PVS

Nancy Marucci – HTS
Meghan Hack - PVS

14. Approval of the following staff members in the stipend positions listed below, effective September 1, 2025 through June 30, 2026, with a stipend to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.:

- a. Public Relations Building Liaison, HTS – Taylor Johnson
- b. Public Relations Building Liaison, PVS – Natalie Markey
- c. 504 Coordinators, HTS – Jean Marie Sutton and Heather Schank
- d. 504 Coordinators, PVS – Heather Schank (4th, 5th); Chelsea Nelson (6th)
- e. I&RS Coordinators, HTS – Jean Marie Sutton and Heather Schank
- f. I&RS Coordinator, PVS – Adrienne McGovern
- g. Student Council Advisors, PVS – Christie Mamaluy and Meghan Hack
- h. Circle of Friends Advisor, HTS – Jamie Wagner
- i. Circle of Friends Advisor, PVS – Michael Rossi
- j. School Band Director, PVS – Albert Bader
- k. Choir Director, PVS – Monique Jones (Sept-Dec); Allegra Counsellor (Jan-Jun)
- l. Safety Patrol Coordinators, PVS – Michael Brodzik and Deneen Dougherty

15. Approval of Nicole Grieb to provide homebound instruction for 10 hours of instruction per week from September 8, 2025 through October 1, 2025 through at the approved contractual rate to be determined in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.

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.

Elise Poling - Teacher
Ava Costello - Teacher
Santina Hakim - Nurse
Chloe Simcox - Nurse

Denise Cole - Nurse
Brittany Divens - Teacher
Nicole Lancos – Teacher and General Aide

Items 1-16:

Motion: Mrs. Kendrick
Roll Call: (9-0)

Second: Mrs. Bowen
Carried: Yes

B. Education

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

1. Approval of the Harrison Township School District’s 2025-2026 Professional Learning Plan. (*Attachment: Edu. #1*)

2. Approval of homebound instruction of Student #29011 for 10 hours of instruction per week from September 8, 2025 through October 1, 2025.
3. Approval of the homeschooling of student #31061 for the 2025-2026 school year per parent request received August 20, 2025.
4. Approval of the homeschooling of student #26066 for the 2025-2026 school year per parent request received September 4, 2025.
5. Approval of the homeschooling of student #27135 for the 2025-2026 school year per parent request received September 4, 2025.

Items 1-5:

Motion: Mr. Baron

Second: Mr. Cavanaugh

Roll Call: (9-0)

Carried: Yes

C. Administration

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

1. Approval of Christopher DeSanto, School Business Administrator/Board Secretary, and Brian Wasilewski, Supervisor of Buildings and Grounds, to attend the *2025 NJSBA Convention Workshop* from October 20 – October 23, 2025 at the Atlantic City Convention Center as well as related travel and lodging expenses.
2. Approval of the placement of Kelly Ficco as mentor teacher to Gianna DiNardo at Harrison Township School for a period of 6 weeks during the 2025-2026 school year under the auspice of the NJ Provisional Teacher Program.
3. Approval of the new job description of District Data Analysis Specialist.
4. Approval of Adrienne McGovern, Chelsea Nelson and Kayleigh Edwards to attend *Handle with Care Instructor & Re-Certification Program* September 29 through October 1, 2025 in Vineland at a cost of \$1,525.00 per person, plus mileage reimbursement.
5. Approval Matthew Simmermon to attend *Handle with Care Re-Certification Program* October 2, 2025 in Vineland at a cost of \$525.00, plus mileage reimbursement.
6. Approval of Heather Schank, Jean Marie Sutton, and John Trussell to attend *Handle with Care Re-Certification Program* October 3, 2025 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement.
7. Approval of the following field trips for the 2025-2026 school year:
 - a. Pre-School - Mood's Farm
 - b. First Grade – Philadelphia Zoo
 - c. Second Grade – Franklin Institute

8. Approval of the Field Experience Placement of the following students with cooperating teachers as listed below within the District from October 1, 2025 through November 19, 2025 under the auspices of Rowan University:

<u>Rowan Student</u>	<u>HTSD Cooperating Teacher</u>
Oluwademilade Adepoju	Nicole Huck
Nevaeh Alicea	Noelle Siniscalchi
Faith Anderson	Michelle Malaby
Cameron Dion	Rachel Baldwin
Nev Bridgers	Alison Cusack
Nicole Briggs	Alison Cusack
Catrina Connolly	Annamarie Toppi
Owen D'Elia	Annamarie Toppi

9. Acknowledgement of safety drills conducted in the district schools:
- a. Lockdown - Non-Drill
 - 1) Pleasant Valley School – September 12, 2025 (PM)
 - b. Fire Drill
 - 1) Pleasant Valley School – September 15, 2025 (AM)
 - 2) Harrison Township School – September 15, 2025 (PM)

Items 1-9:

Motion: Mrs. Kendrick
Roll Call: (9-0)

Second: Mr. Cavanaugh
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 2025-2026 fiscal year as outlined below:

<u>Name/Organization</u>	<u>Location/Date</u>	<u>Type of Use</u>
PTA	HTS K-2 Gym/Oct. 2, 2025 HTS Library/Sept. 8, 2025; Nov. 20, 2025; Jan. 8, 2026; Feb. 5, 2026; Mar 5, 2026; Apr. 1, 2026; May 7, 2026	Meetings
Scordo/Boy Scouts	HTS Activity Center Oct. 6, 2025–April 1, 2026 Mon-Thur. (4 groups)	Meetings
Schulze/Boy Scouts	PVS Cafeteria Dec. 3, 2025 – March 11, 2026	Meetings

<u>Name/Organization</u> (con't)	<u>Location/Date</u>	<u>Type of Use</u>
Parsons/Girl Scouts	HTS Activity Center Oct. – June 1 Thursday/Month	Meetings
Goss-Kaplan/Girl Scouts	HTS Activity Center Oct. – April 1 Wednesday/Month	Meetings
Mitcham/PVFit	PVS Gym Wed. & Thurs. Oct. 1, 2025 – Dec. 17, 2025	Youth Fitness Club
Henderson/HTYB	HTS & PVS Gyms Tues. – Thurs. Sept. 23, 2025 – Nov. 6, 2025	Basketball Practices

Item 1:

Motion: Mrs. Bowen

Second: Mr. Bast

Roll Call: (9-0)

Carried: Yes

Mr. Bright abstained from HTYB only.

XI. New Business:

1) Board Recognition

Mrs. Muscarella announced her resignation from the Board.

Dr. Peretti read a resolution and thanked Mrs. Muscarella for her service.

2) December BOE meeting date

If the winter concert is the same date as the December board meeting there may be a change in date. There is no change at this time.

3) New Committee Assignments

The following are new committee assignments:

Mr. Bast – Finance

Mr. Cavanaugh – Curriculum

Mr. Bright – Public Relations

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:22 p.m.

Motion: Mrs. Williams	Second: Mrs. Coslop
Roll Call: Voice	Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 8:02 p.m.

Motion: Mrs. Bowen	Second: Mr. Bast
Roll Call: Voice	Carried: Yes

Motion: To approve the Memorandum of Agreement between the HTEA and the HTBOE including salary guides as confirmed on September 22, 2025.

Motion: Mrs. Williams	Second: Mrs. Bowen
Roll Call: (8-0-1)	Carried: Yes
Abstained: Mr. Cavanaugh	

Motion: To approve the settlement agreement #2026-009 between the HTBOE and the HTEA.

Motion: Mrs. Williams	Second: Mrs. Kendrick
Roll Call: (8-0-1)	Carried: Yes
Abstained: Mr. Cavanaugh	

Motion: To terminate the employment of employee #15457 effective September 23, 2025.

Motion: Mrs. Williams	Second: Mr. Bright
Roll Call: (9-0)	Carried: Yes

XVI. Adjournment:

There was no further business. There was a motion to adjourn at 8:05 p.m.

Motion: Mr. Bright	Second: Mr. Baron
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Christopher C. DeSanto
Board Secretary