

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

**REGULAR MEETING
DECEMBER 16, 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 7:02 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	Ms. Alexis Rubino
Mr. Walter Bright	Mrs. Shannon Williams
Mr. John Cavanaugh	

Others Present:

Dr. Missy Peretti, Superintendent of Schools, Mr. Christopher DeSanto, Business Administrator /Board Secretary, and Mr. Brian Wasilewski, Supervisor of Buildings and Grounds.

III. Flag Salute:

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

IV. President's Welcome:

2026 Referendum Introduction

Dr. Peretti indicated that the referendum would be part of the November 2026 general election.

Some of the items considered are:

- Roof (PVS)
- HVAC (HTS and PVS)
- Chillers (HTS and PVS)
- Boilers (PVS)
- Security Upgrades (HTS and PVS)
- Generator (HTS)

Dr. Peretti will provide periodic updates throughout the year.

V. Reorganization of the Board of Education:

A. Election of Officers

Christopher DeSanto, Board Secretary, declared the nominations for the Office of Board President open.

Motion by Alexis Rubino to nominate Shannon Williams for Board President.

Roll Call: (9-0) Carried: Yes

The Board Secretary declared Shannon Williams elected to the Office of Board President.

Christopher DeSanto, Board Secretary, administered the Oath of Office to the Board President, Shannon Williams. The meeting was turned over to the Board of Education President.

Shannon Williams, President of the Board of Education, declared the nominations for the Office of Board Vice-President open.

Motion by Janette Coslop to nominate Jennifer Bowen for Vice-President of the Board of Education.

Roll Call: (9-0) Carried: Yes

Christopher DeSanto, Board Secretary, administered the Oath of Office to the Vice-President, Jennifer Bowen.

VI. Audience Participation I:

None

VII. Approval of Minutes:

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

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

Item 1:

Motion: Mrs. Bowen

Second: Mrs. Coslop

Roll Call: (8-0-1)

Carried: Yes

Abstained: Mrs. Kendrick

VIII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – John Cavanaugh (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.)

IX. Correspondence: (*Copies of Correspondence are included in backup materials*)

1. Letter from Laura Sabatano received November 19, 2025 re: leave of absence.
2. Letter from Dawn Errico received November 26, 2025 re: resignation.
3. Letter from Elizabeth Gentile received December 2, 2025 re: retirement.

X. Business Administrator’s Report:

- A. Finance

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

1. Budget Transfer List for November 2025 – There were no transfers in the month of November.
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2025. (**Attachment: Fin. #2**) The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of November 2025.
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 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. November 2025 Ratified Bill List \$1,987,418.10 (**Attachment: Fin. #6a**)
 - b. December 2025 Bill List \$315,940.67 (**Attachment: Fin. #6b**)

7. Accept the Consolidated Food Services Reports for the months of July/August, September, and October 2025. (*Attachment: Fin. #7*)
8. Resolution 2025-26 #5: Accept the 2024-2025 Annual Comprehensive Financial Report (ACFR). A copy of the 129-page audit and a synopsis will be available on the district website. (*Attachment: Fin. #8*)
9. Accept the increase of New Jersey's Minimum Wage effective January 1, 2026. (*Attachment: Fin. #9*)
10. Approve the Pre-Referendum Letter of Authorization with RYEBREAD, the District's Architect of Record. (*Attachment: Fin. #10*)
11. Approve the Bond Counsel Services Agreement with Wilentz, Goldman & Spitzer, P.A. (*Attachment: Fin. #11*)
12. Accept the Municipal Advisor Services in connection with: School Bonds, Series 2026 with Phoenix Advisors, the District's current compliance advisor. (*Attachment: Fin. #12*)

Items 1-12:

Motion: Mr. Bright

Second: Ms. Rubino

Roll Call: (9-0)

Carried: Yes

XI. 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 Laura Sabatano, First Grade Teacher at Harrison Township School, effective April 20, 2026 utilizing 20 accumulated sick days concurrent with FMLA continuing with unpaid leave under NJFLA through June 30, 2026 with an anticipated return date of September 1, 2026.
3. Acceptance of the resignation of Dawn Errico, Bus Driver for the District, effective November 30, 2025.
4. Acceptance of the retirement of Elizabeth Gentile, Bus Driver for the District, effective February 1, 2026.
5. Approval of the involuntary transfer of Meghan Hack from Interventionist at Pleasant Valley School to Sixth Grade Teacher during the leave of Michael Brodzik, effective January 5, 2026 through March 30, 2026.

6. Approval of the involuntary transfer of Betsy Patterson, Interventionist, from Harrison Township School to Pleasant Valley School to cover Meghan Hack, effective January 5, 2026 through March 30, 2026.
7. Approval of the employment of Lauren D'Ariano, as a School Nurse at Harrison Township School, effective January 5, 2026 through June 30, 2026, with salary established at BA, Step 7, in accordance with the 2025-2028 contract between H.T.E.A. and H.T.B.O.E.), plus benefits, pending receipt of required clearances.
8. Approval of the employment of Emily Kupsey, of Woolwich Township, NJ, as Long-term Substitute Teacher at Harrison Township School during the absence of Michelle Troast for the period of January 12, 2026 through June 30, 2026, 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 (\$53,704.00, pro-rated), pending receipt of required clearances.
9. Approval of the employment of Nadia Cornew, of Mullica Hill, NJ, as Long-term CST Secretary for the District with a salary established at \$32,445.00 (prorated), effective December 17, 2025 through June 30, 2026, pending receipt of required clearances.
10. 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.

Cameron Dion - Teacher	John Hamilton – Transportation Aide
Huang Lam – General Aide	Elizabeth Gentile – Bus Driver (after retirement)
Alexandra Cristescu - Teacher	Sara Scaricaciottoli - Teacher

Items 1-10:

Motion: Ms. Rubino	Second: Mr. Baron
Roll Call: (9-0)	Carried: Yes

B. Education

Motion: To include the addendum to Education.

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

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

1. Approval of homebound instruction of student #26234. Instructional hours and dates to be determined.

Item 1:

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

C. Administration

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

1. Approval of Jean Marie Sutton, Heather Schank, and Adrienne McGovern to attend *New Jersey School Counselor Annual PD Day* on January 9, 2026 at Rowan University, at a cost of \$119.00 per person, plus mileage reimbursement.
2. Approval of a classroom visitation by Riley Lewin, Rowan School of Education Student, on January 7, 2026.
3. Acknowledgement of safety drills conducted in the district schools:
 - a. AED Medical Emergency Response Team Drill
 - 1) Harrison Township School – November 20, 2025 (AM)
 - b. Hold Non-Drill
 - 1) Harrison Township School – November 20, 2025 (PM)
 - 2) Pleasant Valley School – December 2, 2025 (AM)
 - c. Evacuation Drill
 - 1) Pleasant Valley School – November 5, 2025 (AM)
 - d. Fire Drill
 - 1) Harrison Township School – December 1, 2025 (AM)

Items 1 – 3:

Motion: Mrs. Kendrick

Second: Mr. Bright

Roll Call: (9-0)

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>
Richardson/TOPSports	PVS Cafeteria 1/8/2026	Buddy Training
Chew/Harrison Twp. Rec. Committee	PVS Cafeteria Mon-Thurs 7/13/26-7/30/26	Theatre Camp
Szolack/Tiger Organization	HTS – Both Gyms Mon-Thurs 7/20/26-7/31/26	Basketball Camp

Mitcham/PVFit	PVS Gym Wed & Thursday 1/14/26-3/25/26	Youth Fitness Program
Hulmes/CYFC	PVS Cafeteria 12/18/25 & 12/22/25	Equipment Returns
Clearview HS	PVS Gym & Cafeteria 1/6/26-1/30/26	Dance Team Practice
Heller/Surge Color Guard	HTS Gym 3 Sundays only (TBD) Jan-May 2026	Practice

Item 1:
 Motion: Mr. Bright Second: Mrs. Rubino
 Roll Call: (9-0) Carried: Yes

XII. New Business:

Dr. Peretti reported that the district and families of the Harrison Township community raised the following funds:

- Veterans Fundraiser = \$400
- CHOP Fundraiser = \$1,300
- Local District Gift Card Fundraiser = \$7,000

XIII. Old Business:

Dr. Peretti recognized Dr. Wax, who was in attendance, and thanked him for all he does for the district.

XIV. Audience Participation II:

None

XV. Adjournment:

There was no further business. A motion was made to adjourn at 7:23 p.m.

Motion: Mr. Bright Second: Ms. Rubino
 Roll Call: Voice Carried: Yes

Respectfully Submitted,

Christopher C. DeSanto
 Board Secretary