

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, August 24, 2020 – 7:00 PM

**PUBLIC NOTICE HARRISON TOWNSHIP BOARD OF EDUCATION**

The Harrison Township Board of Education in the County of Gloucester has changed the format of its regularly scheduled Board Meeting on Monday, August 24, 2020 at 7:00pm. The meeting will be conducted electronically in light of Executive Order 107's mandate for all citizens to avoid any unnecessary travel or social gatherings, as well as to remain home or in their place of residence. The purpose of this meeting will be to complete regular school business. Members of the public can access the electronic meeting by following the directions below on August 24, 2020: **DIRECTIONS:** The conference call phone number and conference ID number will be posted on the district website at [www.harrisontwp.k12.nj.us](http://www.harrisontwp.k12.nj.us).

A G E N D A

- 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.

The Regular Meeting of the Harrison Township Board of Education will be called to order at \_\_\_\_\_ p.m. on Monday, August 24, 2020.

**II. Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

**Attendance:**

\_\_\_\_\_ Missy Peretti      \_\_\_\_\_ Robert Scharlé      \_\_\_\_\_ Other \_\_\_\_\_

- III. Flag Salute:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**IV. President’s Welcome:**

**V. Audience Participation I:** The Board President will recognize those individuals who wish to comment on the agenda items. Please respect the following procedures:

- 1) Be recognized by the Board President.
- 2) State your full name and address.
- 3) Identify the agenda item you wish to comment on.
- 4) Wait to be recognized before making your comments.
- 5) Limit your comments to specific items.

**VI. Approval of Minutes:**

1. Approval of minutes of the July 27, 2020 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

**VII. Committee Reports:**

1. Standing Committees
  - a. Finance – Walter Bright
  - b. Curriculum – Stacey Muscarella
  - c. Personnel – Shannon Williams
  - d. Negotiations – Theresa Vaites
  - e. Board Development – Marissa Straccialini
2. Ad Hoc Committees
  - f. Public Relations – Cristie Clark
  - g. School Safety – Cristie Clark
  - h. Shared Services – Sean Henderson
  - i. Transportation – Jennifer Bowen
3. Delegate/Representative Reports (if any)

**VIII. Correspondence: (*Copies of Correspondence are included in Backup materials*)**

1. Land Development Adjustment List for June 2020 and July 2020.
2. Email from Colleen Barlage received July 30, 2020 re: resignation.
3. Email from Terri Filippone received July 30, 2020 re: retirement.
4. Letter from Betsy Patterson received August 11, 2020 re: leave of absence.
5. Letter from Michele Bruce received August 11, 2020 re: retirement.
6. Email from Janet Mendoza received August 12, 2020 re: resignation.
7. Letter from Lawrence Oswald received August 14, 2020 re: retirement.

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

**A. Finance**

It is recommended that the Board of Education approve the following action items:

1. Appropriation Adjustment List for June 2020 and July 2020. (*Attachment: Fin. #1a & #1b*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2020 and July 2020. The Cash Reconciliation Report and Secretary's Report are in agreement for the months of June 2020 and July 2020. (*Attachment: Fin. #2a & #2b*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2020 and July 2020. 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. #3a & #3b*)
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. July 2020 Ratified Bill List \$650,386.62 (*Attachment: Fin. #6a*)
  - b. August 2020 Bill List \$188,159.60 (*Attachment: Fin. #6b*)
7. Approval of agreement for Gloucester County Special Services School District – CRESS to provide Professional Services (as needed) for the 2020-21 school year.
8. Approval of a Shared Services Agreement with the Mantua Township School District to share Occupational Therapist services employed by the Harrison Township School District for one day per week during the 2020-21 school year for a revenue of \$12,960.00.

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

**X. Superintendent's Report:**

**A. Personnel**

The Superintendent recommends to the Board of Education the approval of the following action items:

1. Acceptance of the resignation of Colleen Barlage, Instructional Aide at Pleasant Valley School, effective July 30, 2020.
2. Acceptance of the retirement of Terri Filippone, Instructional Aide at Pleasant Valley School, effective September 1, 2020.
3. Approval of a leave of absence revision for Betsy Patterson, Third Grade Teacher at Harrison Township School, effective September 1, 2020 instead of October 1, 2020 utilizing accumulated sick days concurrent with FMLA, continued with an unpaid leave under NJFMLA with an anticipated return date of September 1, 2021.
4. Acceptance of the retirement of Michele Bruce, Fourth Grade Teacher at Pleasant Valley School, effective December 1, 2020.
5. Acceptance of the resignation of Janet Mendoza, Transportation Aide for the District, effective September 1, 2020.
6. Acceptance of the retirement of Lawrence Oswald, Custodian at Pleasant Valley School, effective November 1, 2020.
7. Approval of the employment of Brooke Nettleton, current part-time custodian, as full-time custodian for the district at Step 1 (\$33,562.00) effective September 1, 2020 through June 30, 2021.
8. Approval of Morgan Pody, current Substitute Teacher, as long-term Substitute Teacher during the leave of Stephanie Bottone at Pleasant Valley School for the period of September 1, 2020 through January 15, 2021, with salary established at BA, Step 1 (\$51,587) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E.
9. Approval of the employment of the individuals appearing on the attached list as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective September 1, 2020 through June 30, 2021, at the currently-approved hourly and daily rates, pending receipt of required clearances.  
*(Attachment: Pers. #9)*

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

B. Education

It is recommended that the Board of Education approve the following action items:

1. Approval for student #29014 to receive Level 2 services from the Commission for the Blind and Visually Impaired for the 2020-2021 school year, at the annual rate of \$5,000.00.
2. Approval of the acceptance of student #5115155897 from Woodbury Heights School District into the Multisystem Disorder Preschool Class for the 2020-21 school year at a tuition rate of \$29,000.00 with a one-on-one aide at the rate of \$20,950.00.
3. Approval of the homeschooling of students #24198 and #26198 for the 2020-2021 school year per parent request received July 28, 2020.
4. Approval of the homeschooling of students #21749, #24020, and #27020 for the 2020-2021 school year per parent request received August 1, 2020.
5. Approval of the homeschooling of students #23062 and #27029 for the 2020-2021 school year per parent request received August 6, 2020.
6. Approval of the homeschooling of students #22037 and #25108 for the 2020-2021 school year per parent request received August 13, 2020.
7. Approval of the homeschooling of student #26107 for the 2020-2021 school year per parent request received August 17, 2020.
8. Approval of the homeschooling of students #23156, #24165, and #27161 for the 2020-2021 school year per parent request received August 17, 2020.
9. Approval of the homeschooling of #27073 for the 2020-2021 school year per parent request received August 18, 2020.
10. Approval of the homeschooling of students #28014 and #26115 for the 2020-2021 school year per parent request received August 20, 2020.
11. Approval of the homeschooling of students #21778, #23173, and #26152 for the 2020-2021 school year per parent request received August 21, 2020.

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

C. Administration

It is recommended that the Board of Education approve the following action items:

1. Approval of the Harrison Township's Restart and Recovery Plan, in its entirety, for implementation in September 2020, pending compliance review by the Department of Education.
2. Approval of the reimbursement of graduate tuition cost to Lori Hynes following successful completion of the following courses through Rowan University, requested amounts stated, with reimbursement after completion according to terms in the negotiated agreement between H.T.A.S.A and H.T.B.O.E:
  - a. Practicum/Seminar in Administration Supervision Fall 2020 – September 1, 2020 – December 18, 2020 - \$2,255.00
  - b. Practicum/Seminar in Administration Supervision Spring 2021 – January 18, 2021 – May 20, 2021 - \$2,255.00
3. Approval of the reimbursement of graduate tuition cost to Rebekah Alter following successful completion of the following courses through Rowan University, according to terms in negotiated agreement requested amounts stated, with reimbursement June 2021:
  - a. Collaborative Instruction in the Inclusive Classroom – September 1, 2020 – October 26, 2020 - \$2,055.00
  - b. Teaching Reading to Exceptional Children – October 27, 2020 – December 21, 2020 - \$2,055.00
4. Approval of the placement of John Trussell as mentor teacher to Matthew Simmermon at Harrison Township School for a period of 15 weeks during the 2020-2021 school year under the auspices of the NJ Provisional Teacher Program.
5. Approval of the placement of John Trussell as mentor teacher to Kelly Meagher at Harrison Township School for a period of 30 weeks during the 2020-2021 school year under the auspices of the NJ Provisional Teacher Program.
6. Approval of the placement of Kathryn Wells as mentor teacher to Rachel Geiser at Harrison Township School for a period of 30 weeks during the 2020-2021 school year under the auspices of the NJ Provisional Teacher Program.
7. Acknowledgement of the participation of Katherine Linnehan to collaborate with the NJ Department of Education on identifying focus standards and prerequisite skills and concepts students will need to know to meet grade level expectations. Meetings will be held virtually after school hours at no cost to the district.
8. Approval of the contract with Colleen Carroll, Occupational Therapist, to complete per case occupational therapy evaluations and occupational therapy services for the district, at the rate of \$350.00 per evaluation, up to 40 hours, from July 1, 2020 to August 31, 2020.

9. Acknowledgement of safety drills conducted in the district schools:
  - a. Fire Drill
    - 1) Pleasant Valley School – July 22, 2020 (PM)
    - 2) Pleasant Valley School – August 18, 2020 (AM)
  - b. Active Shooter Drill
    - 1) Pleasant Valley School – July 26, 2020 (AM)
    - 2) Harrison Township School – July 31, 2020 (PM)
  - c. Shelter in Place Drill
    - 1) Harrison Township School – August 5, 2020 (AM)
  - d. Lock Down Drill
    - 1) Harrison Township School – August 19, 2020 (AM)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

**D. Policy**

It is recommended that the Board of Education approve the following action items:

1. Approval to dispense with the requirement of two readings and to adopt policy #1648: Restart and Recovery Plan. (*Attachment: Pol. #1*)
2. Approval to dispense with the requirement of two readings to adopt policy #1648.02: Remote Learning Options for Families (*Attachment: Pol. #2*)

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

E. Transportation

It is recommended that the Board of Education approve the following action items:

- 1. No items at this time.

MOTION TO APPROVE: \_\_\_\_\_ SECOND: \_\_\_\_\_

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

F. Buildings & Grounds

It is recommended that the Board of Education approve the following action items:

- 1. Acknowledgement of the 2019-20 Annual Integrated Pest Management Reports for the Harrison Township School and Pleasant Valley School. (*Attachment: B&G #1*)
- 2. Approval of the following group to utilize the facilities subject to the Governor of New Jersey Executive Order(s) in effect at that time:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Tiger Organization	PVS Gym	Basketball Clinic

MOTION TO APPROVE: \_\_\_\_\_ SECOND: \_\_\_\_\_

Roll Call:

_____ Jennifer Bowen	_____ Janette Coslop	_____ Theresa Vaites
_____ Walter Bright	_____ Sean Henderson	_____ Shannon Williams
_____ Cristie Clark	_____ Marissa Straccialini	_____ Stacey Muscarella

XI. New Business:

XII. Old Business:

XIII. Audience Participation II:



**XIV. Recess Into Executive Session (if necessary):**

It is recommended that the Board of Education, by Resolution, adjourn into Executive Session from which the general public will be excluded to discuss school matters. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. Action may be taken.

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**XV. Out of Executive Session:**

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**XVI. Adjournment:**

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Voice vote:** \_\_\_\_\_

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY**

**BOARD OF EDUCATION REGULAR MEETING**

**Monday, August 24, 2020 – 7:00 PM**

AGENDA – Closed Session

1. Attorney/Client Privilege