

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, September 21, 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, September 21, 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 September 21, 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, September 21, 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 August 24, 2020 Regular and Executive Sessions 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. Letter from Susan Arcaini received August 27, 2020 re: leave of absence.
- 2. Letter from Chelsea Swiecinski received August 31, 2020 re: leave of absence.
- 3. Email from Anolan Weeks received September 2, 2020 re: resignation.
- 4. Letter from Sherry Hipple received September 11, 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 August 2020. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2020. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of August 2020. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 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. #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. August 2020 Ratified Bill List \$524,459.05 (*Attachment: Fin. #6a*)
  - b. September 2020 Bill List \$399,726.95 (*Attachment: Fin. #6b*)
7. Approval for Gloucester County Special Services School District to provide Nonpublic Nursing Services for students enrolled in a nonpublic school within Harrison Township for the 2020-21 school year and the Rationale for Distribution of Funds.
8. Approval of shared service agreement with Township of Harrison for two (2) School Resource Officers for the 2020-21 school year in the amount of \$137,081.40.

**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. Approval of a leave of absence for Susan Arcaini, Transportation Aide, to utilize NJFMLA beginning September 8, 2020.
2. Approval of a leave of absence for Chelsea Swiecinski, long-term Substitute Teacher at Harrison Township School, effective November 26, 2020 utilizing 10 accumulated sick days concurrent with FMLA, continued with an unpaid leave under NJFMLA with an anticipated return date of April 6, 2021.
3. Acceptance of the resignation of Anolan Weeks, General Aide at Pleasant Valley School, effective September 2, 2020.
4. Acceptance of the retirement of Sherry Hipple, Second Grade Teacher at Harrison Township School, effective January 2, 2021.
5. Approval of Brittany Nicora, of Woolwich Township, as long-term Substitute Teacher during the leave of Betsy Patterson at Harrison Township School for the period of September 1, 2020 through June 30, 2021, 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 (\$51,587.00) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E. (*Attachment: Pers. #5*)
6. Approval of the employment of James Messina, current substitute custodian, as a part-time custodian for the district at Step 1 (\$33,562.00 pro-rated) effective September 24, 2020 through June 30, 2021.
7. Approval of the employment of the following individuals as substitutes 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:
  - a. Donna Clifford – Teacher
  - b. Erin Moore – Teacher
  - c. Linda Valentine – Teacher
  - d. Lisa Weiss - Custodian

**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 of Jill Mansor as a Substitute Homebound Instructor at the hourly rate of \$36.25 pending receipt of required clearances.
2. Approval of student #26162 to attend St. John of God Archbishop Damiano School, Westville, NJ for the 2020-21 school year at the tuition rate of \$60,011.70.
3. Approval of student #29014 to attend Larc School, Bellmawr, NJ for the 2020-21 school year at the tuition rate of \$51,303.60.
4. Approval of the homeschooling of student #27166 for the 2020-2021 school year per parent request received August 25, 2020.
5. Approval of the homeschooling of students #26109 and #22047 for the 2020-2021 school year per parent request received August 27, 2020.
6. Approval of the homeschooling of student #27171 for the 2020-2021 school year per parent request received August 27, 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. Submission of the 2020-2021 Comprehensive Equity Plan SOA to the Gloucester County Office of Education.
2. Acknowledgement of schoolwide recognition of Respect Week/School Anti-Violence Awareness Week (October 5-9, 2020).
3. Acknowledgement of schoolwide recognition of Red Ribbon Week (October 26-30, 2020).
4. Approval of the placement of Katie Ward as mentor teacher to Morgan Pody at Pleasant Valley 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 Christa Glaze as mentor teacher to Brittany Nicora 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 reimbursement of graduation tuition cost to Olivia Langerhans following successful completion of the following course through Rowan University, according to terms in negotiated agreement requested amounts stated, with reimbursement June 2021:
  - a. Introduction to the Principalship – October 27, 2020 – December 21, 2020 - \$2,055.00
  - b. Instructional Leadership & Supervision – October 27, 2020 – December 21, 2020 - \$2,055.00
  - c. School Finance & Records – Spring 2021 - \$2,055.00
  
7. Approval of the reimbursement of graduate tuition cost to Jennifer Culling following successful completion of the following courses through Rowan University, according to terms in negotiated agreement requested amounts stated, with reimbursement June 2021:
  - a. Curriculum, Instruction, and Transition in Special Education – September 1, 2020 – October 26, 2020 - \$2,040.00
  - b. Technology for Students with Disabilities – October 27, 2020 - December 21, 2020 - \$2,040.00
  
8. Acknowledgement of safety drills conducted in the district schools:
  - a. Evacuation Drill
    - 1) Pleasant Valley School – August 27, 2020 (PM)
  - b. Fire Drill
    - 1) Harrison Township School – September 16, 2020 (AM & PM)
    - 2) Pleasant Valley School – September 16, 2020 (AM & PM)

**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. *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

E. Transportation

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

1. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for student #18186 to Bankbridge Elementary in Deptford, NJ on bus route CBBD for the period of September 2, 2020 through June 17, 2021 at a cost of \$8,400.00. (*Attachment: Trans. #1*)
2. Approval of Joint Transportation Agreement for bus route SH-1/SH-MD with South Harrison Township Board of Education to provide transportation for four (4) students to the South Harrison Elementary School for the period of September 8, 2020 through June 18, 2021 for a revenue of \$50,000.00. (*Attachment: Trans. #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

F. Buildings & Grounds

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

1. Approval of the submission of the Comprehensive Maintenance Plan to the Gloucester County Office of the Department of Education. (*Attachment: B&G #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

**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:** \_\_\_\_\_