

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, October 26, 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, October 26, 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 October 26, 2020: **DIRECTIONS:** The conference call phone number and conference ID number will be posted on the district website at 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, October 26, 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 September 21, 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. Letter from Laura Sabatano received October 5, 2020 re: leave of absence.
- 2. Letter from Diane Anthony received October 13, 2020 re: retirement.
- 3. Letter from Jean Volgarino received October 16, 2020 re: leave of absence.

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 September 2020. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2020. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of September 2020. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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. September 2020 Ratified Bill List \$2,204,029.07 (*Attachment: Fin. #6a*)
 - b. October 2020 Bill List \$263,696.22 (*Attachment: Fin. #6b*)
7. Approval of 2020-21 Budget Calendar. (*Attachment: Fin. #7*)
8. Approval of Resolution for submission of a Grant Application for Securing Our Children's Future Bond Act. (*Attachment: Fin. #8*)
9. Approval of agreement and resolution with Gloucester County Special Services School District to provide Nonpublic Chapter 192 & 193 Services for the 2020-21 school year to the students enrolled in nonpublic schools located in our school district. (*Attachment: Fin. #9*)
10. Approval required by the 2020-21 Nonpublic Technology Program of the Assurance that Harrison Township School District will not reimburse the Friends School (Nonpublic School) directly. Gloucester County Special Services School District (GCSSSD) will purchase the equipment order for the Friends School.
11. Approval of the 2020-21 Nonpublic Technology Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #11*)

12. Approval of the 2020-21 Nonpublic Security Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #12*)

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 Gina Rotoli, Special Education Aide at Harrison Township School, utilizing FMLA for 12 weeks beginning September 28, 2020.
2. Approval of a leave of absence for Laura Sabatano, First Grade Teacher at Harrison Township School, effective January 15, 2021 utilizing 30 accumulated sick days concurrent with FMLA, continued with an unpaid leave under NJFLA with an anticipated return date of April 19, 2021.
3. Acceptance of the retirement of Diane Anthony, Special Education Teacher at Harrison Township School, effective July 1, 2021.
4. Approval of a leave of absence for Jean Volgarino, Special Education Aide at Harrison Township School, utilizing FMLA effective October 19, 2020 through October 28, 2020.
5. Approval of the employment of Maia Mullins, Substitute Bus Driver, as contracted Bus Driver for the district at Step 1 (\$24.00 per hour), effective October 27, 2020 through June 30, 2021.
6. Approval of the employment of Lisa Weiss, current substitute custodian, as contracted, full-time custodian effective November 1, 2020 through June 30, 2021 with salary established at Step 1 (\$33,562.00) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E. pro-rated through the remainder of this period.
7. Approval of the following staff members in the stipend positions listed below, effective September 1, 2020 through June 30, 2021, with a stipend established at \$1,000.00 each:
 - a. Public Relations Building Liaison, HTS – Bridget Stankoski
 - b. Public Relations Building Liaison, PVS – Stephanie Dougherty
8. Approval of the following staff members in the stipend positions listed below, effective September 1, 2020 through June 30, 2021, with a stipend established at \$1,035.00 each:

- a. 504 Coordinator, HTS –Jean Marie Sutton (K-2); Heather Schank (3)
 - b. 504 Coordinator, PVS – Linda Ott
 - c. I&RS Coordinator, HTS –Jean Marie Sutton (K-1); Heather Schank (2-3)
 - d. I&RS Coordinator, PVS – Kate Linnehan
9. 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. Kevin Becerra, of Penns Grove - 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 Student #18186 for a One-on-One Aide at Bankbridge, Deptford, NJ for the 2020-21 school year at the rate of \$41,580.00.
2. Approval of Jamie Ott to provide speech services to homebound student for up to 2 hours per week at a rate of \$60.00 per hour.
3. Approval of Jill Mansor as a Substitute Homebound Instructor at the revised hourly rate of \$45.00 pending receipt of required clearances.

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 Robert E. Scharlé to attend the *2020 Rutgers Governmental Accounting & Auditing Update Webinar* on December 3, 2020 at a cost of \$150.00 (needed as part of required CPE hours to retain CPA license).
2. Approval of Robert E. Scharlé to participate in Professional Development Programs/Webinars during the 2020-21 school year sponsored by the New Jersey

Association of School Business Officials (NJASBO) and the Institute for Professional Development at a cost of up to \$50.00 per webinar (needed as part of required CPE hours to retain CPA license).

3. Approval of Lori Hynes to participate in a virtual workshop: *Annual Special Education Toolkit* on November 13, 2020 at a cost of \$100.00.
4. Approval of Lori Hynes and Michelle Giuliano to participate in *NJ Association of Learning Consultants 2020 Fall Symposium* on October 23, 2020 via Zoom at a cost of \$70.00 each.
5. Approval of Resolution for standard procedures and requirement for public comments made during a remote public meeting per N.J.A.C. 5:39-1.4(h). (**Attachment: Admin. #5**)
6. Acknowledgement of the district's cooperation described in the 2020-2021 Memorandum of Agreement between Education and Law Enforcement Officials (MOA) issued by the New Jersey Department of Law and Public Safety and Education and the submission of the required affirmation of the same.
7. Acknowledgement of the completion of Administrative Student Growth Objectives and Professional Goals for 2020-21 school year.
8. Approval of the reimbursement of graduation tuition cost to Julie Sutton following successful completion of the following course through American College of Education, according to terms in negotiated agreement requested amounts stated, with reimbursement June 2021:
 - a. Principles of Human Learning – November 9, 2020 – December 14, 2020 - \$705.00
9. Acknowledgement of safety drills conducted in the district schools:
 - a. Communication Drill
 - 1) Harrison Township School – September 23, 2020 (AM)
 - 2) Pleasant Valley School – September 23, 2020 (AM)
 - b. Fire Drill
 - 1) Harrison Township School – October 12, 2020 (AM)
 - 2) Harrison Township School – October 14, 2020 (AM & PM)
 - 3) Pleasant Valley School – October 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. First Reading of board policy by Strauss Esmay: 8561 Procurement Procedures for School Nutrition Programs. (Required by Department of Agriculture) (*Attachment: Pol. #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

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. *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

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:** _____