

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, November 16, 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, November 16, 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 November 16, 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, November 16, 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 October 26, 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. Email from Pat Czajkowski received November 4, 2020 re: leave of absence.
- 2. Letter from Emily Phillips received November 9, 2020 re: resignation
- 3. Letter from Christine Rivera received November 11, 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. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2020. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of October 2020. (*Attachment: Fin. #1*)
2. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 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. #2*)
3. 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.
4. 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.
5. Payment of Bills:
 - a. October 2020 Ratified Bill List \$1,627,824.93 (*Attachment: Fin. #5a*)
 - b. November 2020 Bill List \$148,666.71 (*Attachment: Fin. #5b*)
6. Consolidated Food Service Report for September 2020. (*Attachment: Fin. #6*)
7. Approval of the Corrective Action Plan for the Procurement of Review of the School Nutrition Program for the 2018-19 fiscal year. (*Attachment: Fin. # 7*)

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 Pat Czajkowski, Special Education Aide at Harrison Township School, effective November 9, 2020 utilizing accumulated sick time concurrent with FMLA with an anticipated return date of January 4, 2021.
2. Acceptance of the resignation of Emily Phillips, Second Grade Teacher at Harrison Township School, effective December 1, 2020.
3. Approval of a leave of absence for Jean Volgarino, Special Education Aide at Harrison Township School, effective November 9, 2020 through November 20, 2020 utilizing accumulated sick time with an anticipated return date of November 23, 2020.
4. Approval of a leave of absence revision for Chelsea Swiecinski, Long-term Substitute Teacher at Harrison Township School, effective November 12, 2020 instead of 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.
5. Approval of a leave of absence for Christine Rivera, Third Grade Teacher at Harrison Township School, effective February 1, 2021 through June 30, 2021, utilizing accumulated sick time concurrent with FMLA, continued with an unpaid leave under NJFMLA with an anticipated return date of September 1, 2021.
6. Approval of a leave of absence for Andrea Patterson, School Nurse at Harrison Township School, effective October 26, 2020 through January 18, 2021, utilizing accumulated sick time concurrent with FMLA.
7. Approval of the employment extension of Kristin Charlson, as long-term substitute Grade 2 Teacher at Harrison Township School during the absence of Emily Phillips for the period of January 6, 2021 through June 30, 2021 with 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. plus benefits.
8. 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. Michelle Strockbine of Mickelton – Teacher
 - b. Carl Hickman of Millville - 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. 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

C. Administration

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

- 1. Acknowledgement of the completion and the Superintendent’s presentation and public hearing of the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2019 through June 30, 2020 and approval of the submission of the same.
2. Acknowledgement of the Superintendent’s HIB Summary Overview Report for the 2019-2020 school year as required by the Anti-Bullying Bill of Rights Act.
3. Acknowledgement of the district’s annual review of the 2020-2021 School Safety and Security Plan and the submission of the Statement of Assurance for the same.
4. Acknowledgement of safety drills conducted in the district schools:
a. Evacuation Drill
1) Harrison Township School – October 27, 2020 (AM & PM)
2) Pleasant Valley School – October 27, 2020 (AM & PM)
b. Non-evacuation Fire Drill
1) Harrison Township School – November 11, 2020 (AM & PM)
2) Pleasant Valley School – November 11, 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. Second 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. Approval of the following group to utilize the facilities for the 2020-21 fiscal year as outline below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
OKKA – Mullica Hill	PVS Gym	Black Belt Graduation

Subject to compliance with the Governor of New Jersey Executive Order(s) in effect at that time of the event.

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:

1. HTS Parking Lot

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:** _____