

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, December 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, December 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 December 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, December 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 November 16, 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. *No correspondence at this time.*

**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 November 2020. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2020. The Cash Reconciliation Report and Secretary's Report are in agreement for the month of November 2020. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 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. November 2020 Ratified Bill List \$1,591,086.12 (*Attachment: Fin. #6a*)
  - b. December 2020 Bill List \$247,159.88 (*Attachment: Fin. #6b*)
7. Approval of the following increases in substitute rates effective January 1, 2021 due to the increase in the minimum wage (previously \$11.00 per hour):

<b><u>Position</u></b>	<b><u>Amount</u></b>
Special Ed. Aide	\$12.00 per hour
Instructional Aide	\$90.00 per day
General Aide	\$12.00 per hour
Sub-Custodian (SY)	\$12.00 per hour (1 <sup>st</sup> yr. rate)
Summer Custodian	\$12.00 per hour (1 <sup>st</sup> yr. rate)
Sub-Custodian (SY)	\$12.25 per hour (2 <sup>nd</sup> yr. rate)
Summer Custodian	\$12.25 per hour (2 <sup>nd</sup> yr. rate)

8. Consolidated Food Service Report for October and November 2020. (*Attachment: Fin. #8*)
9. Acceptance of a generous \$500 kindergarten classroom gift from Laurie and Fred Bloch. (*Attachment: Fin. #9*)

10. Approval to withdraw funds from the Maintenance Reserve for paving and restoring specific areas of the HTS Parking Lot in the estimated amount of \$330,000.00.  
*(Attachment: Fin. #10)*
11. Approval of a contract with Pennoni Associates, Inc. to provide the design, bidding and construction administration for paving and restoring specific areas of the HTS Parking Lot in the amount of \$34,750.00.
12. Approval of state contract vendor Winner Ford #A88726,T210 pursuant to NJSA 18A:18A-10 for the purchase of 2021 Ford pickup truck with plow (to replace 2007 Ford pickup – last winter for truck with salt spreader).

**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 Sarah Molloy, of Woodstown, as long-term Substitute Teacher during the leave of Sherry Hipple at Harrison Township School for the period of January 4, 2021 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. #1)*
2. Approval of Morgan Pody, current Substitute Teacher, as long-term Substitute Teacher during the leave of Sarah Stetson at Pleasant Valley School for the period of January 19, 2021 through April 7, 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.
3. Approval of Kim Rohrbacher, current Substitute Teacher as long-term Substitute Teacher during the leave of Laura Sabatano at Harrison Township School for the period of January 4, 2021 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.

4. Approval of the amended job description for Technology Coordinator/District Data Coordinator. (*Attachment: Pers. #4*)
5. 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. Claire Eisenhart, of Mullica Hill – Teacher
  - b. Holly Schell, of Mullica Hill – Teacher
  - c. Lisa Eivich, of Mullica Hill - Teacher

**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 the attendance of a homeless student residing in Harrison Township on a tuition revenue basis for the 2020-2021 school year from the West Deptford Township School District at a tuition rate of \$12,200.00 (pro-rated).

**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 Lisa Heenan to participate in *Legal One Webinar* on January 12, 2021 at a cost of \$40.00.
2. Approval of Karen Ruggeri to attend a virtual conference - *School Nurses: Best Up-to-Date Critical Strategies to Address COVID-19 and Related Issues* on January 7, 2021 at a cost of \$279.00.
3. Acknowledgment of a Bus Evacuation Drill with AM students at Harrison Township School on November 18, 2020 at 8:30am supervised by Lisa Heenan, Chief Academic Advisor. All busses, drivers, and aides were in participation.

4. Acknowledgement of a Bus Evacuation Drill with AM students at Pleasant Valley School on November 19, 2020 at 10:35am supervised by Jennifer Hackett-Slimm, Principal. All busses, drivers, and aides were in participation.
5. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School with PM students from HTS and PVS on November 19, 2020 at 2:42pm supervised by Jennifer Hackett-Slimm, Principal. All busses, drivers, and aides were in participation.
6. 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. Technology, Leadership & Health Informatics – January 11, 2021 – February 15, 2021 - \$705.00
  - b. Principles of Program Design & Implementation – February 22, 2021 – March 29, 2021 - \$705.00
7. Approval of the reimbursement of tuition cost to Raymond Meyers following successful completion of the following courses through Rutgers University, requested amounts as stated:
  - a. Environmental Code Compliance and Sustainability – January 9, 2021 – February 13, 2021 - \$760.00
8. Approval of the reimbursement of tuition cost to Michael Seonia following successful completion of the following courses through Rutgers University, requested amounts as stated:
  - a. Environmental Stewardship, Code Compliance & Sustainability – January 9, 2021 – February 13, 2021 - \$760.00
9. Approval to submit the 2020-2021 Statement of Assurance for NJ Quality Single Accountability Continuum (NJQSAC) to the Commissioner of Education, in compliance with the provisions of N.J.A.C.6A:30.
10. Approval of the Resolution to submit the 2020-201 DPR for the NJ Quality Single Accountability Continuum (NJQSAC) to the Commissioner of Education, in compliance with the provisions of N.J.A.C.6A:30-3.2(f).
11. Acknowledgement of safety drills conducted in the district schools:
  - a. Notification Drill
    - 1) Harrison Township School – November 23, 2020
    - 2) Pleasant Valley School – November 23, 2020
  - b. Fire Drill (non-evacuative)
    - 1) Harrison Township School – December 8, 2020 (AM&PM)
    - 2) Pleasant Valley School – December 9, 2020 (AM&PM)

- c. AED/Shelter in Place Drill
  - 1) Pleasant Valley School – December 15, 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. *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 to advertise for bids for paving and restoring specific areas of the HTS Parking Lot.

2. Approval of the following group to utilize the facilities for the 2021-22 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Tiger Organization	HTS Gym K-2; Gym 3	Summer Basketball Camp

**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. DRAFT of proposed 2021 Meeting Schedule distributed.
2. HTS Attic Insulation
3. Review of Ethics Act

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