

HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, March 15, 2021 – 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, March 15, 2021 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 March 15, 2021: **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, March 15, 2021.

**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:**

1. Budget Introduction
2. Restart and Recovery Plan Update

- 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 February 22, 2021 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 Rachael Sharp received February 23, 2021 re: leave of absence.
2. Letter from Sarah Stetson received March 2, 2021 re: extended leave of absence.
3. Letter from Terry Ballinger received March 5, 2021 re: transfer request.

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 February 2021. (*Attachment: Fin. #1*)

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2021. The Cash Reconciliation Report and Secretary’s Report are in agreement for the month of February 2021. (*Attachment: Fin. #2*)
  
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2021. 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. February 2021 Ratified Bill List \$1,554,166.57 (*Attachment: Fin. #6a*)
  - b. March 2021 Bill List \$458,089.12 (*Attachment: Fin. #6b*)
  
7. Approval of the resolution to submit the 2021-22 school year budget to the Gloucester County Office of Education. (*Attachment: Fin. #7*)
  
8. Consolidated Food Service Report for January 2021. (*Attachment: Fin. #8*)
  
9. Approval for the Gloucester County Special Services School District to provide service for the Nonpublic Textbook Purchasing Program and the Nonpublic Technology Purchasing Program for the 2021-22 school year to the students enrolled in nonpublic schools located in our school district.
  
10. Approval of the updated Cooperative Pricing System Agreement with NJSBA for digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members Readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis.

**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 Rachael Sharp, Kindergarten Teacher at Harrison Township School, effective May 10, 2021 through January 31, 2022, utilizing 28 accumulated sick days concurrent with FMLA, continued with an unpaid leave under NJFLA with an anticipated return date of February 1, 2022.
2. Approval of an extended leave of absence for Sarah Stetson, Fifth Grade Teacher at Pleasant Valley School, effective April 1, 2021 through April 30, 2021 under the NJFLA with an anticipated return date of May 3, 2021.
3. Approval of a voluntary transfer request for Terry Ballinger, current Bus Driver for the district to the position to Bus Aide, effective March 16, 2021.
4. Approval of an extended unpaid leave of absence for Susan Arcaini, Bus Aide for the District, effective through June 30, 2021 with an anticipated return date of September 1, 2021.
5. Approval of the employment of Candy Valenti, of Williamstown, as a long-term Substitute Physical Education Teacher in place of Justin Arabia at Pleasant Valley School for the period of March 26, 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), pro-rated through the remainder of this period, pending receipt of required clearances. (*Attachment: Pers. #5*)
6. Approval of the employment of Heather Casserly, of Mullica Hill, as Instructional Aide at Pleasant Valley School, effective of March 22, 2021 through June 30, 2021 with salary established at Step 1 (\$20.20 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (*Attachment: Pers. #6*)
7. Approval of the employment of Ryan Campbell, of Mullica Hill, as Instructional Aide at Pleasant Valley School, effective of March 22, 2021 through June 30, 2021 with salary established at Step 1 (\$20.20 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. (*Attachment: Pers. #7*)
8. Approval of the employment of Marsha Snajkowski, current substitute aide, as part-time (5.0 hours per day) General Aide at Harrison Township School, effective March 29, 2021 through June 30, 2021 with salary established at Step 1 (\$13.16 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E.

9. Approval of the employment of Danielle Hart, of Mullica Hill, as part-time (2.75 hours per day) General Aide at Pleasant Valley School, effective March 29, 2021 through June 30, 2021 with salary established at Step 1 (\$13.16 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.  
*(Attachment: Pers. # 9)*
  
10. Approval of the employment of Darby Pumphrey, of Mullica Hill, as part-time (2.75 hours per day) General Aide at Harrison Township School, effective March 29, 2021 through June 30, 2021 with salary established at Step 1 (\$13.16 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. *(Attachment: Pers. # 10)*
  
11. Approval of the employment of \_\_\_\_\_, as Special Education Aide, effective March 22, 2021 through June 30, 2021 with salary established at Step 1 (\$20.20 per hour) in accordance with the 2019-2022 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
  
12. Approval of the employment revision of Morgan Pody as long-term Substitute Teacher during the leave extension of Sarah Stetson at Pleasant Valley School for the period of April 8, 2021 through May 5, 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. followed by reassignment (TBD) through June 30, 2021.
  
13. Approval of the voluntary transfer of Natalie Markey, Design and Innovations Teacher at Pleasant Valley School, as Fifth Grade Teacher during the leave of Jessica Souders effective March 29, 2021 through June 30, 2021.
  
14. 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. Robert Demers, of Mantua – Custodian
  - b. Steven Garland, of Mullica Hill – Custodian
  - c. William Gee, of Gloucester City – Bus Driver

**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 Restart and Recovery Plan Update.

**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 Barbara Epstein, Educational Consultant, to provide RTI and I&RS training at a rate of \$70.00 per hour (to be paid through Title I funding) for the remainder of the 2020-2021 school year.
2. Approval of Karen Ruggeri and Mary Garwood to attend *Advanced Stethoscope Assessment Skills Webinar* on March 20, 2021 at a cost of \$40.00 each.
3. 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. Financial Management and Purchasing – April 10, 2021 – April 24, 2021 - \$483.00

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

**Roll Call:**

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

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