

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, September 25, 2023 – 7:00 PM**

**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 25, 2023.

**II. Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:**

Report and Public Hearing on the 2022-2023 Student Safety Data System Overview

**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:**

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

- 1. Approval of minutes of the August 21, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

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

**Roll Call:**

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

**VII. Committee Reports:**

- 1. Standing Committees
  - a. Finance – Walter Bright
  - b. Curriculum – Stacey Muscarella
  - c. Personnel – Shannon Williams
  - d. Negotiations – Jennifer Bowen
  - 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 – Janette Coslop
- 3. Delegate/Representative Reports (if any)

**VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)**

- 1. Letter from Melinda Gerkens received August 23, 2023 re: resignation.
- 2. Email from Julia Neiheiser received September 21, 2023 re: resignation.

**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 2023. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of August 2023. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2023. 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 2023 Ratified Bill List \$632,816.19 (*Attachment: Fin. #6a*)
  - b. September 2023 Bill List \$537,616.93 (*Attachment: Fin. #6b*)
7. Approval of the 2023-2024 Nonpublic Security Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #7*)
8. Approval to withdraw additional funds from the Maintenance Reserve for the repair of the compressor unit in the Pleasant Valley School chiller for an increased amount of \$70,000.00 and \$12,816.00 to replace backflow preventer at the Pleasant Valley School. (*Attachment: Fin. #8*)

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

**Roll Call:**

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

**X. Superintendent’s Report:**

A. Personnel

The Superintendent recommends to the Board of Education the approval of the following action items:

1. Acceptance of the resignation of Melinda Gerkens, Fifth Grade Teacher at Pleasant Valley School, retroactively effective August 23, 2023.
2. Acceptance of the resignation of Natalie Sharkey, Part-Time General Aide at Pleasant Valley School, effective September 1, 2023.
3. Acceptance of the resignation of Julia Neiheiser, Long-term Substitute Teacher at Pleasant Valley School, effective within 30 days or as soon as a replacement is secured.
4. Approval of the employment of Erika Mainart, of Mullica Hill as Part-Time Nurse’s Aide at Harrison Township School, effective September 26, 2023 through June 30, 2024 with salary established at Step 1 (\$31.64/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.  
(*Attachment: Pers. #4*)

5. Approval of the voluntary transfer of Sharon Carlo, Part-time General Aide at Pleasant Valley School from 2.75 hours/day to 5.0 hours/day retroactively effective September 7, 2023.
6. Approval of the employment of Veronica Poma, of Monroeville, NJ as Part-time General Aide for 2.75 hours/day at Pleasant Valley School, effective September 26, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances. **(Attachment: Pers. #6)**
7. Approval of the voluntary, temporary transfer of Stephanie Dougherty, current General Aide, to Long-term Secretary at Pleasant Valley School during the intermittent leave of Cathy Porter, effective September 26, 2023 at a salary of \$16.00 per hour in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
8. Approval of the voluntary, temporary transfer of Marcela Drissel, Part-time General Aide at Pleasant Valley School from 2.75/hours day to 5.0 hours/day effective September 26, 2023 through June 30, 2024.
9. Approval of the employment of Susan Williams, of Wenonah, as contracted Bus Driver for the District (\$27.00 per hour/4 hours per day), effective September 26, 2023 through June 30, 2024, pending receipt of required clearances.
10. Approval of the following staff members in the stipend positions listed below, effective September 1, 2023 through June 30, 2024, with a stipend to be determined in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.:
  - a. Public Relations Building Liaison, HTS – Kim Cinaglia
  - b. Public Relations Building Liaison, PVS – Natalie Markey
  - c. 504 Coordinators, HTS – Heather Schank & Jean Marie Sutton
  - d. 504 Coordinator, PVS – Heather Schank & Chelsea Nelson
  - e. I&RS Coordinators, HTS – Heather Schank & Jean Marie Sutton
  - f. I&RS Coordinator, PVS – Adrienne McGovern
  - g. Student Council Advisors, PVS – Christie Mamaluy & Meghan Hack
  - h. Circle of Friends Advisor, HTS – Nicole Grieb
  - i. Circle of Friends Advisor, PVS – Heather Leonardi
  - j. School Band Director, PVS – Albert Bader
  - k. Safety Patrol Coordinators, PVS – Deneen Dougherty & Michael Brodzik

11. Approval of the employment of the following individuals as substitutes for the district on an as-needed basis, effective September 1, 2023 through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances:

Christy Aponte - Teacher  
Jennifer McIntosh - Nurse  
Brianna Maiden - Custodian  
Julie Grant – General Aide  
Natalie Sharkey - Teacher

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

**Roll Call:**

\_\_\_\_\_ Jennifer Bowen      \_\_\_\_\_ Janette Coslop      \_\_\_\_\_ Marissa Straccialini  
\_\_\_\_\_ Walter Bright      \_\_\_\_\_ Louis DiBacco      \_\_\_\_\_ Shannon Williams  
\_\_\_\_\_ Cristie Clark      \_\_\_\_\_ Seam Henderson      \_\_\_\_\_ 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      \_\_\_\_\_ Marissa Straccialini  
\_\_\_\_\_ Walter Bright      \_\_\_\_\_ Louis DiBacco      \_\_\_\_\_ Shannon Williams  
\_\_\_\_\_ Cristie Clark      \_\_\_\_\_ Sean Henderson      \_\_\_\_\_ Stacey Muscarella

**C. Administration**

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

- 1. Approval of the placement of Michelle Malaby as mentor teacher to Maria Delayo at Harrison Township School for a period of 22 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
- 2. Approval of the reimbursement of graduate tuition cost to Tara Reeves following successful completion of the following courses through Wilmington University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
  - a. Staff Selection Appraisal and Renewal – August 28, 2023 through October 15, 2023 - \$1,572.00
  - b. Measurement, Accountability, and Learning – October 23, 2023 through December 10, 2023 - \$1,572.00
- 3. Approval of the reimbursement of graduate tuition cost to Oliva Langerhans following successful completion of the following courses through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
  - a. Leadership for Social Justice – September 23, 2023 through October 30, 2023 - \$2,940.90
  - b. Inquiry/Theory to Practice – October 31, 2023 through December 25, 2023 - \$2,940.90

4. Approval of the completion and implementation of the Harrison Township District Threat Assessment Handbook, including the PVS Threat Assessment Team and HTS Threat Assessment Team.
5. Approval of Dr. Missy Peretti as the district Affirmative Action Officer for the 2023-2024 school year.
6. Approval of Dr. Missy Peretti, Lisa Heenan, Robert Scharlé, Diane Eisenhart, and Lori Hynes as District Affirmative Action Team Members for the 2023-2024 school year.
7. Approval of the completion and implementation of the 2023-2024 Harrison Township School District Safety and Security Plans in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents.
8. Approval of the completion and submission of the School Safety and Security Plan Annual Review Statement of Assurance for the 2023-2024 school year.
9. Approval of the classroom observation placement of Emmie Moran, Rowan University Senior, with Nancy Moran date to be determined during the 2023-224 school year.
10. Approval of Teddy Bear Clinics assembly for Kindergarten students October 30, November 1, and November 3, 2023.
11. Approval of the following Pre-School field trips for the 2023-2024 school year:
  - a. Duffield’s Farm Market in Sewell, NJ
12. Acknowledgement of safety drills conducted in the district schools:
  - a. Fire Drill
    - 1) Harrison Township School – September 15, 2023 (PM)
    - 2) Pleasant Valley School – September 19, 2023 (AM)

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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 #23001 and Student #24169 to Bankbridge Elementary in Deptford, NJ on bus route CBBB for the period of September 7, 2023 through June 18, 2024 at a cost of \$27,322.20.

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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*)
2. Approval of the following group to utilize the facilities for the 2023-2024 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Boy Scouts	HTS Activity Center	Meetings
Girl Scouts	HTS Activity Center	Meetings
Casey Heitman		
Basketball Clinics	PVS Gym	Basketball
PV Fit	PVS Gym	Youth Fitness Class

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:** \_\_\_\_\_