

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, March 18, 2024 – 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, March 18, 2024.

II. Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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:

Budget Introduction

- 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 February 20, 2024 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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 – Todd Baron
- 2. Ad Hoc Committees
 - f. Public Relations – Alexis Rubino
 - g. School Safety – Shannon Williams
 - h. Shared Services – Marissa Straccialini
 - i. Transportation – Lou DiBacco
- 3. Delegate/Representative Reports (if any)

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

- 1. Letter from Robert Scharlé received March 1, 2024 re: retirement.
- 2. Letter from Patricia Czajkowski received March 4, 2023 re: retirement.
- 3. Email from Courtney Stankiewicz received March 4, 2024 re: resignation.
- 4. Email from Michelle Giuliano received March 7, 2024 re: retirement.

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 2024. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of February 2024. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2024. 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 2024 Ratified Bill List \$1,761,340.65 (*Attachment: Fin. #6a*)
 - b. March 2024 Bill List \$648,218.37 (*Attachment: Fin. #6b*)
7. Approval of the resolution to submit the 2024-2025 school year budget to the Gloucester County Office of Education. (*Attachment: Fin. #7*)
- 7a. Approval of the Harrison Township School District for the participation or repartition in the SEMI program.
8. Consolidated Food Service Report for January 2024. (*Attachment: Fin. #8*)
9. Authorizing the awarding of contract for architectural professional services to RYEBREAD Architects for a ROD Grant Project to replace the HTS Building Management System and chargeable to the ROD Grant in the amount of \$90,950.00 (includes preparation of bid specifications, drawings, bid-related documents, School Development Authority (SDA) grant compliance, etc.) – charged to the ROD Grant.
10. Authorization to advertise for bids for installation of HVAC controls at the Harrison Township Elementary School (HTS).

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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 retirement of Robert Scharlé, School Business Administrator/Board Secretary for the District, effective October 1, 2024.

2. Acceptance of the retirement of Patricia Czajkowski, Special Education Aide at Harrison Township School, effective July 1, 2024.
3. Acceptance of the resignation of Courtney Stankiewicz, Special Education Aide at Pleasant Valley School, effective March 21, 2024.
4. Acceptance of the retirement of Michelle Giuliano, LDTC for the District, effective June 1, 2024.
5. Approval of a leave of absence utilizing FMLA (as needed) for Dennis Alston beginning on March 18, 2024.
6. Approval for HTS staff to receive compensation for 1.0 hours per session for student contact time 7:30-8:30 a.m. (\$44 per hour). Approval for staff to receive compensation for pre-planning (3 hours) at 22.77 per hour. Compensation is based on the negotiated HTEA contract.
7. Approval for PVS staff to receive compensation for 1.5 hours per session for student contact time 2:30-4:00 p.m. (\$44 per hour); and make up common planning time from 4:00-4:20. Approval for staff to receive compensation for pre-planning (3 hours) at 22.77 per hour. Compensation is based on the negotiated HTEA contract.
8. Approval of the following staff members to serve as instructors for the NJSLA Test Prep Extended Day Sessions. Compensation is based on the negotiated HTEA contract.

Tara Reeves	Christa Glaze
Sarah McCafferty	Staci Brown
Casey Heitman	Jean McLeod
9. Approval of any qualified and certified Harrison Township School District employee to serve as a substitute for the NJSLA Test Prep Sessions. (teacher, special education aides, and/or Nurse) with compensation for student contact time.
10. Approval of additional busing runs to transport the ESD students from PVS. Drivers will be compensated based on their contractual rate.
11. Approval of Briana Miller as STEM Camp Coordinator for incoming 3rd and 4th graders. Coordinators will be compensated for the prep time required for the coordination requirements of the program outside the teaching hours of the camp. Coordinators receive up to twenty hours total of non-student contact time (\$22.77 per hour). Compensation is based on the negotiated HTEA contract.
12. Approval of Brianna Miller to serve as STEM camp teacher at the contracted rate of 44.00 dollars per hour. Compensation is based on the negotiated HTEA contract.

13. Approval of any qualified and certified Harrison Township School District employee to serve as a substitute for STEM Camp Sessions with compensation for student contact time.
14. Approval of the employment of the following individuals as substitutes for the district on an as-needed basis, effective through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances:

Elizabeth Eastlack - Teacher	Susan Robertson – Custodian
Kimberly DeAngelo – Custodian	Eileen Woods - Custodian
Erin Griffith - Custodian	Lindsey Casey - Teacher

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

B. Education

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

1. Approval of the NJSLA Test Prep Sessions for students in grade 3. The program will run Tuesdays and Thursdays from Tuesday, April 9th through Thursday, May 9th at the Harrison Township Elementary School. Math sessions will be held on Tuesdays and Thursdays from 7:30 a.m.-8:30 a.m.
 - a. The dates of the NJSLA Extended School Day program for Mathematics are (Tuesday and Thursday) April 9,11, 16, 18, 23, 25, 30, May 2, 7, and 9.
2. Approval of the NJSLA Test Prep Sessions for students in grades 4 through 6. The program will run Tuesdays and Thursdays from Tuesday, April 9th through Thursday, May 9th at the Pleasant Valley Elementary School. Math sessions will be held on Tuesdays and Thursdays after school from 2:30-4:00 p.m.
 - a. The dates of the NJSLA Extended School Day program for Mathematics are (Tuesday and Thursday) April 9,11, 16, 18, 23, 25, 30, May 2, 7, and 9.
3. Approval of spring STEM Camp for third grade students at the Harrison Township Elementary School beginning Thursday, May 2nd through May 28th. There will be sessions each Tuesday and Thursday on the following dates: May 2, 7, 9, 14, 16, 21, 23, and 28.

4. Approval of summer STEM Camp for entering 3rd and 4th graders at the Pleasant Valley School July 15th-July 18th.

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

C. Administration

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

1. Approval of the attendance of Robert Scharlé at the New Jersey Association of School Business Officials annual conference on June 5 and 6, 2024 in Atlantic City, NJ. Conference fee: \$500.00 (no hotel stay; no mileage reimbursement).
2. Approval of the title update and job description of “Network Administrator” (formerly Computer Technician. (*Attachment: Admin. #2*)
3. Approval of the reimbursement of graduate tuition cost to Lori Hynes following successful completion of the following courses through Liberty University, requested amounts stated, with reimbursement after completion according to the terms of the established contract:
 - a. Capstone 1 – May 2024 through August 2024 - \$3,549.00
 - b. Capstone 2 – August 2024 through December 2024 - \$3,549.00
4. 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. Seminar in Supervision and Curriculum – March 2024 through April 2024 - \$1,652.00
5. Approval of the reimbursement of tuition cost to Sheila Nettleton following successful completion of the following courses through Rutgers University, requested amounts as stated:
 - a. Preventative Maintenance – April 6-2, 2024 - \$483.00
 - b. Financial Management – April 15-29, 2024 - \$483.00
 - c. Energy Management – April 20-27, 2024 - \$205.00
6. Approval of Kelsey Minniti to virtually attend *Wilson Reading Introductory Course 3-day Overview* July 8-10, 2024 at a cost of \$750.00.
7. Approval of Olivia Langerhans to complete required research for doctoral studies, under the auspices of Rowan University. This research will include adult/staff participants only and will focus on collecting data within our educational context and developing a program addressing the problem.
8. Approval of the Clinical Practice Placement of Emma Donegan with Kristin Piperno at Harrison Township School during March 2024 through June 2024, under the auspices of Monmouth University.

9. Approval of the Classroom Observation Placement of Emmie Moran with Mitchell Federico at Harrison Township School during March 2024 under the auspices of Rowan University.
10. Approval of Author Karen Lobascio and her dog, Maggie, to visit Kindergarten and First Grade classrooms in June.
11. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Harrison Township School – February 15, 2024 (AM)
 - b. Lockdown Drill
 - 1) Pleasant Valley School – February 23, 2024 (PM)
 - c. Evacuation Drill
 - 1) Harrison Township School – March 8, 2024 (PM)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ 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:

_____ Todd Baron	_____ Janette Coslop	_____ Marissa Straccialini
_____ Jennifer Bowen	_____ Louis DiBacco	_____ Shannon Williams
_____ Walter Bright	_____ Alexis Rubino	_____ Stacey Muscarella

F. Buildings & Grounds

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

1. Approval of the following groups to utilize the facilities for the 2023-2024 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Heitman Hoopes	PVS Gym	Basketball Clinics
PVFit	PVS Gym	Fitness Program
Colleen Illi	HTS Courtyard	Reimagination Gardening Day

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

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XI. New Business:

2024-2025 Attendance Calendar Initial Development Discussion

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:** _____