

**HARRISON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
120 N. MAIN STREET
MULLICA HILL, NEW JERSEY**

**REGULAR MEETING
MARCH 20, 2023
7:00 PM**

Mrs. Stacey Muscarella, Board President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:01 p.m. It was announced that the Board might adjourn into Executive Session during the meeting to discuss personnel, student issues, property, or any other matter appropriate for this session, the results of which would be made public at a later date.

- 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.

II. Roll Call:

Mrs. Jennifer Bowen	Mr. Sean Henderson
Mr. Walter Bright	Mrs. Stacey Muscarella
Ms. Cristie Clark	Mrs. Marissa Straccialini
Mrs. Janette Coslop	Mrs. Shannon Williams
Mr. Louis DiBacco	

Others Present:

Dr. Missy Peretti, Superintendent of Schools, Mr. Robert Scharlé, School Business Administrator /Board Secretary, and Mrs. Lori Hynes, Director of Student Services.

III. Flag Salute:

Led by Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

2023-2024 School Budget Introduction

Dr. Peretti and Mr. Scharlé utilized a PowerPoint to present the 2023-24 proposed budget. (See attached)

The overview is as follows:

- State Aid remained flat due to a calculation that had us at 89.3% of the State’s adequacy budget below 90%
- If S-2 was implemented we would have lost \$537,000 in State Aid
- Health Benefits increased \$426,136
- District is still \$1,046,198 UNDER adequacy as determined by the State formula
- Permitted to increase the tax levy for a “Health Care Adjustment” for \$321,934, which represents the increase above 2%, but capped at 15.1%
- Enrollment increased by 29 students – Department of Education weighted that increase to 24 students
- The State is allowing us to increase the tax levy for an “Enrollment Adjustment” for \$67,075 – The State is not providing additional funding for this increased enrollment
- Reducing five full-time positions
- Required to utilize an additional \$168,000 in fund balance – State is going back to 2% maximum fund balance (two years ago required a 4% fund balance)
- Tax levy impact is a 3.64 cent increase
- Approximately \$125.72 for the average home in Harrison Township
- Public hearing is April 24, 2023

V. Audience Participation I:

- A lengthy discussion ensued regarding:
 - State Aid
 - How and why S-2 was developed?
 - Other districts in the county -Their amount of State Aid and are they at “adequacy”
 - Other school districts with cuts – Are they coordinating an effort to reverse the formula?
 - Proposed legislation to provide 66% of cuts back to those districts

Tina Heil is a taxpayer and commented that she doesn’t mind paying the additional \$125 for our schools.

Q. Lou DiBacco asked about the health benefit increase.

A. Mr. Scharlé explained that in the SHIF there is a range for the increase in medical costs. The experience rating of the district impacts the placement on that range.

Q. Lou DiBacco asked if we could have that information for the April public hearing presentation.

A. Mr. Scharlé will provide that information.

Q. Mr. Bright asked about the increase cost of the school buses.

A. Mr. Scharlé explained that for the next two years the manufacturers will not be making unleaded gas buses, only diesel buses. Diesel gas prices are significantly higher and we have to plug diesel buses in during cold winter months. We have two buses retiring in June 2024. They will need to be replaced. I have our contractor holding two unleaded gas buses for us that should be available in the fall of 2023. I requested a price from another vendor and that price was \$10,000 higher than the quote we are working with at this time.

VI. Approval of Minutes:

Motion: For the Board of Education to approve the following action items:

1. Approval of minutes of the February 21, 2023 Regular and Executive Sessions and February 27, 2023 Special Session of the Board of Education Meetings. (**Attachment: Min. #1**)

Motion: Mr. Henderson Second: Mrs. Bowen
Roll Call: (8-0-1) Carried: Yes
Abstained: Mrs. Williams

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella
Mrs. Muscarella indicated they are meeting next week.
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen
Mr. Scharlé reported that the new salaries were included in the March 15th pay. Retro is scheduled to be paid this week. Mr. Scharlé thanked Angela and Debbie for all their hard work for updating the salaries and working on the retro.
 - e. Board Development – Marissa Straccialini (No report at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Cristie Clark (No report at this time.)
 - g. School Safety – Cristie Clark (No report at this time.)
 - h. Shared Services – Sean Henderson (No report at this time.)
 - i. Transportation – Janette Coslop (No report at this time.)
3. Delegate/Representative Reports (No report at this time.)

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

1. Email from Sondra Riccardi received March 1, 2023 re: retirement.
2. Letter from Denise Fanelli received March 9, 2023 re: leave of absence.

IX. Business Administrator’s Report:

- A. Finance

Motion: For the Board of Education to approve the following action items:

1. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of February 2023. (**Attachment: Fin. #1**)
2. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of February 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. #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. February 2023 Ratified Bill List \$1,721,602.63 (*Attachment: Fin. #5a*)
 - b. March 2023 Bill List \$527,134.42 (*Attachment: Fin. #5b*)
6. Approval of the resolution to submit the 2023-2024 school year budget to the Gloucester County Office of Education. (*Attachment: Fin. #6*)
7. Consolidated Food Service Report for January 2023. (*Attachment: Fin. #7*)
8. Approval of resolution to amend the Harrison Township Board of Education Long Range Facilities Plan. (*Attachment: Fin. #8*)
9. Approval of resolution for the submission of an application for a ROD Grant Project to replace the HTS Building Management System. (*Attachment: Fin. #9*)

Items #8 and #9:

Mr. Scharlé explained that we currently have three different HVAC control systems at HTS. The 1950 original section, renovated in 2004, the 1998 section and the 1993 section. The State is providing ROD (Regular Operating Districts) grants at 40% of cost for facility improvements. The grant awards are expected to be announced in the fall of 2023. If we receive this grant, we hope to have the work done in the summer of 2024. We received 2 estimates to consolidate the HTS HVAC control, one estimate at \$465,000 and the other at \$685,000. We will probably need to bid this work out after the grant awards are announced.

10. Approval of resolution to accept the 2021-2022 Report of Audit. (*Attachment: Fin. #10*)
11. Approval of the Corrective Action Plan for the fiscal year ended June 30, 2022 as follows:
 - Net Cash resources exceeded three month average expenditures in the Food Service Fund. (*Attachment: Fin. # 11*)

Items #10 & #11:

Mr. Scharlé distributed a financial summary to the Board members. It detailed five years of history of financial information. Mr. Scharlé highlighted that the State is requiring that we go back to 2% fund balance of prior years expenditures as of June 30, 2023. (The prior two years the State required 4%) The audit included a comment and recommendation that our net cost resources exceeded the three-month average expenditure in the food service fund as required by the State. This occurred because the federal USDA provided meal reimbursement at a higher rate than the State would reimburse during the last two years when all student meals were free. Mr. Scharlé informed the BOE that since June 30, 2022, we purchased and replaced needed kitchen equipment in the amount of \$31,904.18. This amount is in excess of the net cost resources findings of \$29,668.

Motion: Ms. Clark
Roll Call: (9-0)

Second: Mr. Bright
Carried: Yes

X. Superintendent's Report:

A. Personnel

Motion: For the Board of Education to approve the following action items:

1. Approval of the temporary transfer of Patricia Cinko, part-time (5.0 hour/day) General Aide to part-time (2.75 hour/day) General Aide at Harrison Township school, effective March 2, 2023 through June 30, 2023.
2. Approval of the temporary transfer of Jennifer Calhoun, part-time (2.75 hour/day) General Aide to part-time (5.0 hour/day) General Aide at Harrison Township School, effective March 14, 2023 through June 30, 2023.
3. Acceptance of the retirement of Sondra Riccardi, General Aide at Harrison Township School, effective July 1, 2023.

Dr. Peretti recognized Sondra Riccardi for her 15 years at Harrison Township School and wishes her well in her retirement.

4. Approval of an Intermittent Leave of Absence under FMLA for Denise Fanelli, Interventionist at Pleasant Valley School.
5. Approval of the employment of the following as substitutes effective through June 30, 2023, on an as-needed basis, at the approved hourly and daily rates, pending receipt of required clearances:
 - a. David DiPietro - Teacher
 - b. Emily Barnes - Teacher
 - c. Patricia Cannon – General Aide
 - d. Holly LaRue - Teacher
 - e. Katie Morrison - Teacher
 - f. Sarah Erdman – Bus Driver

6. Acceptance of the retirement of Veronica Campbell, Special Education Teacher at Harrison Township School and Pleasant Valley School, effective July 1, 2023.

Dr. Peretti recognized Veronica Campbell for her work as a Special Education teacher at Harrison Township School and Pleasant Valley School. Dr. Peretti wished her well in her retirement.

7. Acceptance of the retirement of Nate Kahn, Music Teacher at Pleasant Valley School, effective July 1, 2023.

Dr. Peretti recognized Nate Kahn for his work as a Music Teacher and Band Director for 25 years here at Harrison Township School District. Dr. Peretti wished him well in his retirement.

Ms. Coslop thanked Mr. Kahn for his service to the students.

8. Approval of the 2023 market-rate, as per the negotiated 2022-2025 contract between the H.T.B.O.E. and H.T.E.A. as:
 - Certified Staff - \$44.00 per hour
 - Support Staff - \$18.50 per hour
9. Approval of the employment of Rylee Oswald as Substitute Custodian for the district, effective through June 30, 2023, on an as-needed basis, at the approved hourly and daily rates.

Motion: Mrs. Williams Second: Mrs. Coslop
 Roll Call: (9-0) Carried: Yes

B. Education

Motion: For the Board of Education to approve the following action items:

1. Approval of an education stability kindergarten grade student #29196 to attend the Pennsville School District or the remainder of the 2022-2023 school year at a cost of \$9,178.40.

Motion: Mrs. Bowen Second: Mr. Henderson
 Roll Call: (9-0) Carried: Yes

C. Administration

Motion: For the Board of Education to approve the following action items:

1. Approval of Lori Hynes to attend *NJASBO Audit Review* on April 20, 2023 in Mt. Laurel at a cost of \$125.00 plus mileage reimbursement.
2. Approval of Lori Hynes to attend *NJASBO Accounts Payable* on May 18, 2023 in Mt. Laurel at a cost of \$125.00 plus mileage reimbursement.
3. Approval of Karen Ruggeri to attend the online webinar, *Basics of Orthopedic Nursing for Effective Patient Care in the School Setting*, on April 1, 2023 at a cost of \$40.00.
4. Approval of Kathy Lewin and Tracy Beyrodt to attend *What's New in Children's Books and Strategies: Tools and Resources for Using them in your Program* on April 18, 2023 in Mt. Laurel at a cost of \$279.00 each plus mileage reimbursement.
5. Approval of the reimbursement of graduate tuition cost to Jennifer Kotzen following successful completion of the following course through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Education Assessment – May 2023 through July 2023 - \$2,183.46

6. Approval of Isabella Marucci, current Clearview Student, to conduct classroom observations on March 31, 2023 and May 1, 2023.

Q. Mrs. Straccialini asked about this item.

A. Dr. Peretti indicated that the student will be just observing classes and wanted the Board authorization. The student had previously attended Harrison Township Schools.

7. Approval of the Sixth Grade Choir Students to visit Clearview during the 2022-2023 school year.
8. Approval of the PILOT of “Make Up Seat Time/MUST” – attendance intervention.
May 15 – 18, 2023
May 22 – 25, 2023
9. Acknowledgement of the Harrison Township School District Reports of Harassment, Intimidation, and Bullying.
10. Acknowledgement of safety drills conducted in the district schools:
 - a. Lockdown Drill
 - 1) Pleasant Valley School – February 24, 2023 (AM)
11. Approval of Sixth Grade classes to attend Camp Ockanickon in Medford, NJ, during the 2022-23 school year.
12. Approval of Sixth Grade classes to visit Clearview Regional High School for Graduation practice.

Motion: Mrs. Williams
Roll Call: (9-0)

Second: Mrs. Straccialini
Carried: Yes

D. Policy

None

E. Transportation

Motion: For the Board of Education approve the following action items:

1. Approval of Sarah Erdman bus driver trainee to obtain a CDL license to drive a Clearview bus during training.

Mr. Scharlé indicated that he was thrilled to see another person interested in becoming a bus driver.

Motion: Mrs. Straccialini
Roll Call: (9-0)

Second: Mr. DiBacco
Carried: Yes

F. Buildings & Grounds

Motion: For the Board of Education to approve the following action items:

1. Approval of the following groups to utilize the facilities for the 2022-2023 fiscal year as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Boy Scouts	PVS Cafeteria	Meeting
PVFit	PVS Gym	Fitness Program
Girl Scouts	HTS Activity Center	Meetings
Imagination Garden	HTS Garden	Garden work day

Motion: Ms. Clark
 Roll Call: (9-0)

Second: Mrs. Williams
 Carried: Yes

XI. New Business:

PTA playground upgrades

Dr. Peretti provided the Board members with a copy of proposed playground equipment at both schools by the PTA. The PTA raised funds for this additional equipment. The PTA met with administration and had the students vote on the proposed equipment.

- The first step is Board of Education authorization.
- Next is that the PVS ground is owned by the Township and we will need their approval on the location.
- PTA indicated that the installation should be rather quick (approximately 2-3 weeks once ordered)
- Dr. Peretti thanked the PTA and all the members of the PTA for their fundraising efforts.

XII. Old Business:

2023-2024 Calendar

Dr. Peretti distributed two different proposed 2023-24 calendars to the Board members along with a rough draft of Clearview’s 2023-24 calendar.

Two options:

- 1) Matches Clearview’s rough draft almost exactly except for ½ days
- 2) Includes the week off for spring break that we discussed last month

The following issues were discussed:

- September 5th
- Last time we had a week off for spring break
- Attendance the week after Easter
- Prior surveys with a week off – approximately 50/50

➤ A lengthy discussion ensued

Tentatively approved option # 1 until Clearview formally approves their calendar.

XIII. Audience Participation II:

Tina Heil indicated that Nate Kahn taught music to all three of her kids and they were able to play music at Clearview. She thanked Nate Kahn and Tina indicated that he was very helpful during the pandemic. Music Education is so important.

XIV. Adjournment:

There was no further business. A motion was made to adjourn at 8:32 p.m.

Motion: Mr. Henderson
Roll Call: Voice

Second: Ms. Clark
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary