

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

**REGULAR MEETING
OCTOBER 23, 2023
7:00 PM**

Mrs. Shannon Williams, Board Vice President, called the meeting of the Harrison Township Board of Education to order in the music room at Pleasant Valley School at 7:00 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 (<i>absent</i>)
Mr. Walter Bright	Mrs. Stacey Muscarella (<i>arrived at 7:01 pm</i>)
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. Lisa Heenan, Chief Academic Officer.

III. Flag Salute:

Led by Shannon Williams, Board Vice President of the Harrison Township Board of Education.

IV. President's Welcome:

NJSLA Annual Score Report

- Dr. Peretti introduced Mrs. Heenan.
- Mrs. Heenan utilized a PowerPoint to present the NJSLA annual score report from the spring of 2023. (See attached copy of presentation)
 - Progress is being made post pandemic.

- Dr. Peretti expressed her appreciation for the support from the Board for our curriculum resources.
- Dr. Peretti thanked Mrs. Heenan.

Mrs. Muscarella arrive at this time.

V. Audience Participation I:

None

VI. Approval of Minutes:

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

1. Approval of minutes of the September 25, 2023 Regular Session of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Ms. Clark

Second: Mrs. Bowen

Roll Call: (7-0-1)

Carried: Yes

Abstained: Mr. DiBacco

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (No report at this time.)
 - c. Personnel – Shannon Williams (No report at this time.)
 - d. Negotiations – Jennifer Bowen (No report at this time.)
 - 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 (Absent)
 - 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. Letter from Nicole LaBuono received October 16, 2023 re: leave of absence.
2. Email from Bernadette Mease received October 19, 2023 re: retirement.

IX. Business Administrator’s Report:

- A. Finance

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

1. Appropriation Adjustment List for September 2023. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of September 2023. (*Attachment: Fin. #2*)

3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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. September 2023 Ratified Bill List \$1,958,726.72 (*Attachment: Fin. #6a*)
 - b. October 2023 Bill List \$253,965.41 (*Attachment: Fin. #6b*)
7. Approval of the 2024-2025 Budget Calendar. (*Attachment: Fin. #7*)
8. Approval of the agreement for Gloucester County Special Services School District to provide nonpublic services for Chapters 192 and 193 for the 2023-2024 school year to the students enrolled in nonpublic schools located in our school district.

Motion: Mrs. Coslop
Roll Call: (8-0)

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 leave of absence of Nicole LaBuono, Administrative Assistant to the CAO, effective November 13, 2023 utilizing 21 accumulated days concurrent with FMLA continued with an unpaid leave under NJFLA through April 30, 2024 with an anticipated return date of May 1, 2024.
2. Acceptance of the retirement of Bernadette Mease, First Grade Teacher at Harrison Township School, effective November 30, 2023.

Dr. Peretti congratulated Bernadette Mease on her retirement and thanked her for all her years at Harrison Township. Dr. Peretti wished her well in her retirement.
3. Approval of the employment of Laura Wygant, of Mullica Hill, NJ, as First Grade Teacher at Harrison Township School effective as soon as possible through June 30, 2024 pending receipt of required clearances and contractual obligations with salary established at MA, Step 9 (\$70,186.00 pro-rated) plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E. (*Attachment: Pers. # 3*)

4. Approval of the employment of Julie Grant, current Substitute Aide, as Part-time (2.75 hour/day) General Aide at Pleasant Valley School, effective October 24, 2023 through June 30, 2024 at Step 1 (\$15.00/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E. (**Attachment: Pers. #4**)
5. Approval of Tina Heil in the stipend position of Homeless Liaison, effective September 1, 2023 through June 30, 2024, with a stipend established at \$1,033.00.
6. Approval of Kim Cinaglia (HTS) and Natalie Markey (PVS) in the stipend position of Public Relation Liaison, effective September 1, 2023 through June 30, 2024, with a stipend established at \$1,035.00 each.
7. 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:

Gavin Hartman - Teacher	Theresa Sandone – Transportation Aide
Danielle Napoli - Teacher	Michelle Bloor - Teacher
Jacqueline Constantine - Teacher	Julia Caira - Teacher
Daniella Paterno - Teacher	Caitlyn Czajkowski - Aide

8. Approval of the employment of Shannon Gibbons, of Mickleton, NJ, as Long-term substitute teacher at Pleasant Valley School, during the absence of Danielle Metcalf for the period of November 2, 2023 through March 8, 2024, 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 (\$52,487.00 pro-rated) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
9. Approval of Shannon Gibbons, of Mickleton, NJ as Substitute Teacher 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.

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

B. Education

None

C. Administration

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

1. Approval of Robert E. Scharlé to attend the *2023 Rutgers Governmental Accounting & Auditing Update Webinar* on November 30, 2023 at a cost of \$150.00 (needed as part of required CPE hours to retain CPA license).
2. Approval of Lori Hynes to attend *Legal One: Attendance, Residency, and Homelessness Issues* in Monroe Township, NJ on October 24, 2023 at a cost of \$125.00.

3. Approval of Lori Hynes to attend a virtual training *Unraveling and Leading with Your Special Education Data* on November 14, 2023 at a cost of \$100.00.
4. Approval of Lori Hynes to attend *Special Education Directors Toolkit* in Monroe Township, NJ on November 17, 2023 at no cost.
5. Approval of Michelle Giuliano to virtually attend the 2023 WRS Certified Teacher Conference at a cost of \$399.00.
6. Approval of Nancy Moran to virtually attend *NAEA Convention* offered April 2024 through August 2024 at a cost of \$130.00.
7. Approval of Kathy Lewin to attend *NJASL Fall Conference* in Atlantic City on December 4-5, 2023 at a cost of \$250.00 (member cost) plus mileage reimbursement.
8. Approval of Tracy Beyrodt to attend *NJASL Fall Conference* in Atlantic City on December 4-5, 2023 at a cost of \$350.00 (non-member cost) plus mileage reimbursement.
9. Approval of Lisa Schreyer to virtually attend *The Writing Revolution – Advancing Thinking through Writing K-2 Fall Series* on October 17 & 24, 2023 and November 7 & 28, 2023 at a cost of \$840.00.
10. Approval of Lisa Schreyer to virtually attend *The Writing Revolution – Leading the Revolution: School & District Admin Workshop* on October 19, 2023 and November 9, 2023 at a cost of \$350.00.
11. Approval of the following field trips for the 2023-2024 school year:
 - a. Pre-K classes to Top Sports at William Wilt Soccer Complex
 - b. Kindergarten classes to Storybook Land
 - c. Kindergarten classes to the Mullica Hill Police Station
 - d. First Grade classes to the Philadelphia Zoo
 - e. Second Grade classes to the Franklin Institute
 - f. Second Grade classes to the Mullica Hill Historical Society
 - g. Third Grade classes to the Adventure Aquarium
 - h. Third Grade classes to the Edelman Planetarium at Rowan University
 - i. Third Grade classes to visit PVS
 - j. Fourth Grade classes to Woodford Cedar Run Wildlife Refuge in Medford
 - k. Fourth Grade classes to Battleship NJ in Camden
 - l. Fifth Grade classes to the Franklin Institute
 - m. Fifth Grade classes on a Walking Tour of Historic Philadelphia
 - n. PVS MSD class to Shoprite of Center Square Plaza
12. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on September 27, 2023 at 2:10pm supervised by Karen Russo, Principal. All busses, drivers and aides were in participation.

13. Acknowledgement of safety drills conducted in the district schools:
 - a. Lock Down Drill
 - 1) Pleasant Valley School – September 21, 2023 (PM)
 - 2) Harrison Township School – September 29, 2023 (AM)
 - b. Bomb Evacuation Drill
 - 1) Pleasant Valley School – October 3, 2023 (AM)
 - 2) Harrison Township School – October 4, 2023 (AM)
 - c. Fire Drill
 - 1) Harrison Township School – October 11, 2023 (PM)
 - 2) Pleasant Valley School – October 12, 2023 (PM)

14. Approval of the Independent Contractor Agreement with Rivendell Center, Inc. to provide Reading Intervention Services for up to 20 hours per week at the cost of \$35.00 per hour, effective October 24, 2023, through no later than December 22, 2023.

Motion: Ms. Clark
 Roll Call: (8-0)

Second: Mrs. Williams
 Carried: Yes

D. Policy

None

E. Transportation

None

F. Buildings & Grounds

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

1. 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>
OKKA Karate	PVS Gym	Black Belt Ceremony
Brodzik & Simmerman	PVS Cafeteria	Chess Club
Harrison Soccer	HTS Gym 3	Soccer Skills & Training
Vox Music	PVS Music Room	Music Performance

Motion: Mrs. Straccialini
 Roll Call: (8-0)

Second: Mrs. Coslop
 Carried: Yes

XI. New Business:

None

XII. Old Business:

1) HVAC Controls – ROD Grant Update

Mr. Scharlé reported that we received our PEC (Preliminary Eligible Cost) letter from the State of New Jersey. Within 30 days we should receive our FEC (Final Eligible Cost) letter that approves our request for upgrading our HVAC controls at HTS. We will then be required to request a review from our construction code official. We can then proceed with going out to bid.

2) PVS Chiller / Compressor Update

Mr. Scharlé reported that we had the temporary chillers removed on October 9, 2023. The final cost was approximately \$9,000 less than the original estimate.

Tri-State began rebuilding the compressor on October 16, 2023 and hopefully it will be operable later this week.

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:27 p.m.

Motion: Mrs. Williams	Second: Ms. Clark
Roll Call: Voice	Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 7:55 p.m.

Motion: Mrs. Bowen	Second: Mr. Bright
Roll Call: Voice	Carried: Yes

Motion: Approve the litigation settlement as discussed in executive session.

Motion: Ms. Clark	Second: Mr. DiBacco
Roll Call: (7-0-1)	Carried: Yes
Abstained: Mrs. Coslop	

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 7:59 p.m.

Motion: Mrs. Williams	Second: Ms. Clark
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary