

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY
BOARD OF EDUCATION REGULAR MEETING
Monday, April 29, 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, April 29, 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:

2024-2025 Budget Presentation and Public Hearing

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 March 18, 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 Cathy Porter received March 26, 2024 re: retirement.
- 2. Email from Lindsey Casey received April 9, 2024 re: resignation.
- 3. Letter from Lindsay Coletta received April 16, 2023 re: leave of absence.

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 March 2024. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of March 2024. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 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. March 2024 Ratified Bill List \$2,828,153.10 (*Attachment: Fin. #6a*)
 - b. April 2024 Bill List \$341,214.74 (*Attachment: Fin. #6b*)
7. Approval of Resolution accepting State Aid for the 2024-2025 school year. (*Attachment: Fin. #7*)
8. Approval of Resolution adopting the 2024-2025 School Year Budget. (*Attachment: Fin. #8*)

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$22,101,215	\$15,243,897
Special Revenue Fund	567,163	N/A
Debt Service Fund	486,250	320,925
 Total Base Budget	 \$23,154,628	 \$15,564,822

9. Approval of the Certification of Tax Levy for fiscal year 2024-2025. (*Attachment: Fin. #9*)
10. Consolidated Food Service Report for February and March 2024. (*Attachment: Fin. #10*)
11. Approval of the submission of a grant application for the 2023 Safety Grant Program through the New Jersey School Insurance Group toward the purchase of one (1) additional bus camera in order to enhance school bus safety. The grant amount is \$3,762.00 for the period of July 1, 2024 through June 30, 2025.
12. Approval of the 2024-2025 contract of participation in Gloucester County Special Services School District MVC On-line Abstract Request Program at an annual cost of \$55.00.
13. Approval to award contract for food service management services to Nutri-Serve Food Management, Inc. for the 2024-2025 school year, at the established flat management fee of \$30,300.00 per one school calendar year. Nutri-Serve is projecting a loss of \$10,000.00 and no guarantee. This represents a 1.0% increase. [CPI for 4th quarter 2023] pursuant to the New Jersey Food and Nutrition guidelines.

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 Cathy Porter, Principal Secretary at Pleasant Valley School, effective August 1, 2024.
2. Acceptance of the resignation of Lindsey Casey, Special Education Aide at Pleasant Valley School, effective July 1, 2024.
3. Approval of a leave of absence for Lindsay Coletta, Second Grade Teacher at Harrison Township School, tentatively effective October 24, 2024 utilizing FMLA followed by an unpaid leave, with an anticipated return date of April 1, 2025.
4. Approval of the employment of Jennifer Sedlak, of Pennsville, as Learning Disabilities Teacher Consultant for the District effective July 1, 2024 through June 30, 2025 with salary established at MA+30, Step 11 (\$83,842.00) plus benefits, 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 following teachers to serve as instructors for the Special Education Extended School Year (ESY) Program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00/hour and 1 hour of non-student contact time at \$22.77/hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

Jen Kotzen
Brittany Tocci
Heather Leonardi
Kathy Huber

Andrea Startare
Olivia Langerhans
Faith Schusler

6. Approval of the following teachers to serve as instructors for the Summer Skills Support Program. Teachers receive compensation for 3.5 hours of student contact (8:45-12:15) at \$44.00/hour and 1 hour of non-student contact time per day as well as one, 3 hours of pre- and 2 hours of post-planning time at \$22.77/hour. Compensation based on the negotiated HTEA contract.

Colleen Illi
Nicole Huck
Laurie Holland
Stacie Brown
Casey Heitman
Lauren Sheppard

Ashley Mackowiack
Sabrina Mosiondz
Christa Glaze
Annamarie Mason
Stephanie Guenther
Christie Mamaluy

Camryn Hackett-Slimm
Tracy DeAngelo
Colleen Yhost
Meghan Hack
Deneen Dougherty

7. Approval of the following Special Education Aides to provide support for our Extended School Year (ESY) students in Preschool through 6th grade. Special Education Aides receive compensation for 3.5 hours per day at the rate of \$18.50/hour. Compensation is based on the negotiated HTEA contract.

Jennifer Strockbine
Morgan Duignan
Jean Volgarino
Stephanie Juhring

Kate Morrison
Kathleen Supleveda
Linda Turk
Ella DeVoe

8. Approval of the following instructional aides to provide support for our Summer Skills Support students Monday through Thursday 8:45-12:15, July 8, 2024 through August 1, 2024. Instructional Aides receive compensation for 3.5 hours of student contact time at \$18.50/hour. Compensation is based on the negotiated HTEA contract.

Martina Fuller

Nancy Marucci

9. Approval of one (1) school nurse per day to provide support for our ESY students Monday through Thursday 8:45-12:15 from July 8, 2024 through August 1, 2024 at \$44.00/hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and two hours of post-prep time is also provided at \$22.77/hour; each nurse may accrue these hours.

Susan Jones
Erin Durkin
Danielle Scull

Mary Garwood
Erika Mainart

10. Approval of one (1) school nurse per day to provide support for our Summer Skills Support students Monday through Thursday 8:45-12:15, July 8, 2024 through August 1, 2024 at \$44.00/hour. Compensation is based on the negotiated HTEA contract. Three hours of pre- and one hour of post-prep time is also provided at \$22.77/hour; each nurse may accrue these hours.

Danielle Scull

Susan Jones

11. Approval of Kaitlyn Hogan, Speech-Language Specialist, to provide speech services for our ESY students 4 days per week (8:45-12:15) Monday through Thursday from July 8, 2024 through August 1, 2024 at Pleasant Valley School. Therapist receives compensation for 3.5 hours of student contact at \$44.00/hour and 1 hour of non-student contact time at \$22.77/hour per day as well as one, 3 hours of pre- and 2 hours of post-planning time at the non-student contact time rate. Compensation is based on the negotiated HTEA contract.

12. Approval of any qualified and certified Harrison Township School District employees and approved substitutes to serve as a substitute for the Special Education ESY program (teacher, special education aides, speech pathologist/therapist, and/or nurse) with compensation at student contact time.

13. Approval of any qualified and certified Harrison Township School District employees to serve as a substitute for the Summer Skills Support Program (teacher, special education aides, and/or Nurse) with compensation for student contact time.

14. Approval of any district aide substitutes or general aides of the Harrison Township School District to serve as an aide substitute for the Special Education ESY Program with compensation for student contact time of \$18.50/hour.

15. Approval of the following teachers to serve as instructors for the STEM Camp on the following dates: May 2, 7, 9, 14, 16, 21, 23, and 28. Teachers receive compensation for 1 hour of student contact time (3:25-4:25) at \$44.00/hour. Compensation is based on the negotiated HTEA contract.

Paige Jacobucci
 Maria Delayo

Tydejah Roberts

16. Approval of the following teachers to serve as instructors for the STEM Camp on the following dates: July 15-18, 2024 (12:30-3:00). Teachers receive compensation for 2.5 hours of student contact time at \$44.00/hour. Compensation is based on the negotiated HTEA contract.

Lori Melchiorre
 Camryn Hackett-Slimm

Colleen Illi

17. Approval of any qualified and certified Harrison Township School District employee to serve as a substitute for STEM Camp (teacher, special education aide or instructional aides, and/or Nurse) with compensation for student contact time.

18. Approval of the employment of the following individuals as substitute summer custodians for the district on an as-needed basis, effective June 1, 2024 through September 30, 2024, pending receipt of required clearances:

Nicole Southrey
 Kimberly DeAngelo
 Terry Ballinger
 Rose Rainas
 Brianna Maiden
 Dysten Rodriguez
 Rylee Oswald
 Colin McKeon

Susan Robertson
 James Messina
 Eileen Woods
 Brielle Maiden
 Anthony Messina
 Brenden Oswald
 Judy Griffith
 Erin Griffith

19. Retroactive approval of William Gee, of Gloucester, as Substitute Bus Driver for the district on an as-needed basis, effective April 22, 2024 through June 30, 2024, at the currently-approved hourly and daily rates, pending receipt of required clearances.

20. 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:

Jennifer Ruthner - Teacher
 Colleen Mcgonigle – Bus Driver
 Kimberlee Ludwick - Nurse

Agnieszka Cicale - Teacher
 Nada Abdelkarim - Teacher
 Erin Dougherty - 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 Special Education Extended School Year (ESY) Program for students in Pre-Kindergarten through 6th grade. Students attend sessions from 9:00 to 12:00 Monday through Thursday from July 8, 2024 through August 1, 2024 at Pleasant Valley School.
2. Approval of the Summer Skills Support Program for students entering grades 1 through 6. Students attend sessions from 9:00 to 12:00 Monday through Thursday from July 8, 2024 through August 1, 2024 at the Pleasant Valley School.

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 Lori Hynes to attend *NJASBO Annual Conference* on June 5-7, 2024 in Atlantic City at a cost of \$500.00 – no mileage or hotel reimbursement.
2. Approval of the 2024-2025 student attendance calendar.
3. Approval of the reimbursement of graduate tuition cost to Jennifer Kotzen following successful completion of the following courses through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
 - a. Education and Psychology of Students with Disabilities – May 2024 through July 2024 - \$2,352.72
4. Approval of the Clinical Practice Placement of Abbie McCrane, of Mantua, with Alexis Zuccato and Laura Richardson at Pleasant Valley School from September 3, 2024 through December 5, 2024 and January 21, 2025 through May 2, 2025, under the auspices of Rowan University.
5. Approval of the Clinical Practice Placement of Juliana Miele, of Glassboro, with John Trussell at Harrison Township School from October 28, 2024 through December 11, 2024 and January 21, 2025 through March 14, 2025, under the auspices of Rowan University.
6. Approval of the Clinical Practice Placement of Olivia Denson, of Monroeville, with Lori Melchiorre and Kathryn Wells at Harrison Township School from September 3, 2024 through December 5, 2024 and January 21, 2025 through May 2, 2025, under the auspices of Rowan University.

7. Approval of Fourth Grade Classes to attend Launch Trampoline Park in Deptford.
8. Approval of Cliff Kaelin and Pete Sparacino, Engineers with the FAA, to provide an information presentation to first grade students.
9. Acknowledgement of a Bus Evacuation Drill at Harrison Township School on April 25, 2024 at 8:30am supervised by AnnaLisa Rodano, Principal. All busses, drivers, and aides were in participation.
10. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Pleasant Valley School – March 21, 2024 (PM)
 - 2) Pleasant Valley School – April 5, 2024 (AM)
 - 3) Pleasant Valley School – April 16, 2024 (PM)
 - b. Lockdown Drill
 - 1) Harrison Township School – April 22, 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. Renewal of Interlocal Agreement with Clearview Regional High School District for the borrowing of busses and trucks (when needed), sharing of bus drivers (when needed), and the purchase of gasoline for the 2024-2025 school year. (**Attachment: Trans. #1**)
2. Approval of the renewal of a Shared Service Agreement with the Kingsway Regional School District Board of Education for school bus maintenance services beginning July 1, 2024 through June 30, 2025 at the rate of \$69.00 per hour (5.5% increase) and -0- markup on parts, as needed. (**Attachment: Trans. #2**)

3. Approval for Gloucester County Special Services School District 2024-2025 contract for participation in Cooperative Transportation Services.
4. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for Student #26162 to Saint John of God in Bellmawr, NJ on Bus Route CABSJA for the period of April 18, 2024 through June 18, 2024 at a cost of \$4,956.00.

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 and 2024-2025 fiscal years as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
TOPSports	HTS Front Lawn	Baseball
PVFit	PVS Gym	Fitness Class
Heitman Hoops	PVS Gym	Basketball Clinics

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

Roll Call:

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

**HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY**

BOARD OF EDUCATION REGULAR MEETING

Monday, April 29, 2024 – 7:00 PM

AGENDA – Closed Session

1. Personnel