

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

**REGULAR MEETING  
JAUNUARY 22, 2024  
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 7:00 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:**

Mr. Todd Baron	Mrs. Stacey Muscarella
Mrs. Jennifer Bowen	Mrs. Marissa Straccialini
Mr. Walter Bright	Mrs. Shannon Williams
Mrs. Janette Coslop	
Mr. Louis DiBacco	

**Others Present:**

Dr. Missy Peretti, Superintendent of Schools and Mr. Robert Scharlé, School Business Administrator /Board Secretary

**III. Flag Salute:**

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

**IV. Audience Participation I:**

*Tina Heil*

Discuss the process of the Board of Education appointment

- HTEA is concerned about the lack of transparency
- A vote was taken in closed session – in open session Mr. Scharlé said it was a straw vote. He never said “straw”.
- Claims we violated the open public meetings act
- Should have been a vote in public
- Intend to file an open public meeting act claim

- Money spent on attorney fees

**V. President’s Welcome:**

Ratify the appointment of Alexis Rubino to the Harrison Township Board of Education.

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

Administration of the Oath to Alexis Rubino by Robert E. Scharlé, Board Secretary

**VI. Approval of Minutes:**

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

1. Approval of minutes of the December 18, 2023 and January 2, 2024 Regular and Executive Sessions of the Board of Education Meeting. (**Attachment: Min. #1a & 1b**)

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

**VII. Committee Reports:**

1. Standing Committees
  - a. Finance –  
*Mr. Bright indicated that Mr. Scharlé will discuss the audit.*
  - b. Curriculum – (No report at this time.)
  - c. Personnel – (No report at this time.)
  - d. Negotiations – (No report at this time.)
  - e. Board Development – (No report at this time.)
2. Ad Hoc Committees
  - f. Public Relations – (No report at this time.)
  - g. School Safety – (No report at this time.)
  - h. Shared Services – (No report at this time.)
  - i. Transportation – (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 Kristin Piperno received January 3, 2024 re: retirement.
2. Letter from Lindsay Colletta received January 18, 2024 re: leave of absence.

**IX. Business Administrator’s Report:**

- A. Finance

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

1. Appropriation Adjustment List for December 2023. (**Attachment: Fin. #1**)

2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of December 2023. (*Attachment: Fin. #2*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of December 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. December 2023 Ratified Bill List \$1,717,222.12 (*Attachment: Fin. #6a*)
  - b. January 2024 Bill List \$216,824.09 (*Attachment: Fin. #6b*)
7. Approval of Resolution of Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school year. (*Pending information from the State of New Jersey Attachment: Fin. #7*)
8. Consolidated Food Service Report for October 2023. (*Attachment: Fin. #8*)
9. Approval of Resolution, after review and discussion, to accept the 2022-2023 Report of Audit. (No corrective action plan is necessary). (*Attachment: Fin. #9*)

*Mr. Scharlé distributed the attached "Financial Summary" to the Board of Education members.*

- *There were no audit comments and recommendations*
- *Mr. Scharlé went over the "Financial Summary" in detail*
- *Mr. Scharlé expressed his concern about replenishing fund balance in this year's budget*
- *Mr. Scharlé acknowledged the great staff in the Business Office and the great work that they do*

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

Second: Mrs. Straccialini  
Carried: Yes

**X. Superintendent's Report:**

A. Personnel

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

1. Acceptance of the retirement of Kristin Piperno, Speech Language Specialist at Harrison Township School, effective July 1, 2024.

*Dr. Peretti recognized Kristin Piperno as a Speech Language Specialist in the district for 25 years and she will definitely be missed.*

2. Approval of an unpaid leave of absence for Lindsay Colletta, Second Grade Teacher at Harrison Township School, tentatively effective February 12, 2024 through June 30, 2024 utilizing 12 weeks of FMLA with an expected return date of September 1, 2024.
3. Approval of the employment of Katie Morrison, current Substitute Teacher as Part-time Special Education Aide at Harrison Township School, effective January 23, 2024 at a salary established at Step 1 (\$21.60/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
4. Approval of the Step/Level Adjustment for Sloane Gandler from BA+15, Step 2 to MA, Step 3, with salary established at \$55,977.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.
5. Approval of the Step/Level Adjustment for Lisa Schreyer from MA+15, Step 12 to MA+30, Step 12, with salary established at \$91,056.00 in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2024.
6. Approval of the employment extension of Jessica Nguyen, Long-term Substitute Teacher at Harrison Township School, through June 30, 2024, with benefits beginning February 1, 2024.
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:  

Katelyn Boysen - Teacher	Ella DeVoe - Teacher
Nancy Dantzler – Transportation Aide	Isabella Marucci – General Aide
Vicki Westervelt - Teacher	Brendan Oswald - Custodian
8. Approval of the transfer of Christine Gallagher to the Child Study Team Secretary through the conclusion of the academic year with a salary to be determined.

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

B. Education

None

C. Administration

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

1. Approval of minor revisions to the Confidential Support Staff Employment Guidelines effective July 1, 2024.
2. Approval of the placement of Andrew Hulfish as mentor teacher to Jonathan Brand at Pleasant Valley School for a period of 20 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
3. Approval of the placement of Betsy Patterson as mentor teacher to Jennifer Ford at Harrison Township School for a period of 20 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
4. Approval for Michael Federico to attend an online webinar: *School Based Occupational Therapists: Helping Your Students Overcome Learned Helplessness* on March 5, 2024 at a cost of \$279.00.
5. Approval of the reimbursement of graduate tuition cost to Olivia 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. Reforming Organizations – January 2024 through March 2024 - \$2,793.87
6. Approval of the classroom observation placement of Isabella Marucci, West Chester University Student, with Nancy Marucci during the 2023-2024 school year.
7. Acknowledgement of safety drills conducted in the district schools:
  - a. Lockdown Drill
    - 1) Pleasant Valley School – December 19, 2023 (PM)
  - b. Fire Drill
    - 1) Pleasant Valley School – December 21, 2023 (AM)
    - 2) Harrison Township School – January 5, 2024 (AM)
    - 3) Pleasant Valley School – January 5, 2024 (PM)
  - c. AED Drill
    - 1) Harrison Township School – January 17, 2024 (AM)

Motion: Mrs. Bowen

Second: Mrs. Williams

Roll Call: (9-0)

Carried: Yes

D. Policy

None

E. Transportation

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

1. Approval of the Transportation Contract with Pharaoh Transportation Student #24237 placed by DCP&P pursuant to N.J.S.A. 30:4C-26b.h. for the period of January 2, 2024 through June 13, 2024 in the amount of \$29,853.00. (*Attachment: Trans. #1*)

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

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>
Harrison Twp. Recreation	PVS Cafeteria	Theater Camp
Surge Color Guard	HTS Gym 3	Color Guard Practice
PTA	PVS Cafeteria	Valentine’s Bingo
Tiger Organization	HTS K-2 Gym & Gym 3	Basketball Camp
Boy Scouts	PVS Cafeteria	Meeting
Fun & Fit Extended Care – Harrison Kids	Activity Center	24-25 Before and After School Program

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

**XI. New Business:**

Mrs. Muscarella presented the 2024 Board of Education delegates/representatives and Board of Education committees. (See attached)

Mr. Scharlé thanked Jack Maguire from Atlantic City Electric for his assistance in getting power restored at PVS on January 11, 2024.

**XII. Old Business:**

Dr. Peretti announced the makeup days for our last two school closings.

- 1) June 14<sup>th</sup>
- 2) February 12<sup>th</sup>

**XIII. Audience Participation II:**

None

**XIV. Adjournment:**

There was no further business. A motion was made to adjourn at 7:23 p.m.

Motion: Mr. Bright  
Roll Call: Voice

Second: Mrs. Coslop  
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé  
Board Secretary