

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

**REGULAR MEETING
MARCH 18, 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 7:03 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:

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| Mr. Todd Baron | Mrs. Stacey Muscarella |
| Mrs. Jennifer Bowen | Ms. Alexis Rubino |
| Mr. Walter Bright (<i>absent</i>) | Mrs. Marissa Straccialini (<i>absent</i>) |
| 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:

2024-25 Budget Presentation

Dr. Peretti and Mr. Scharlé utilized a PowerPoint to present the 2024-25 proposed budget (see attached)

The overview is as follows:

- State Aid remained flat due to a calculation that had us at 83.59% of the State's adequacy budget below 90%

- If S2 was implemented we would have lost \$707,000 in State Aid
- We are \$2,466,730 BELOW adequacy for the 2024-25 budget
- Health Benefits increased \$307,983
- Permitted to increase the tax levy for a “Health Care Adjustment” for \$123,627, which represents an increase above 2%, but capped at 6.3%
- Enrollment increased 36 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 \$275,964 – The State is NOT providing additional funding for this increased enrollment
- We do have a Debt Service Bond maturing in March 2024; therefore, our debt service portion of the tax levy is decreasing by \$206,777
- Tax levy impact is a 2.48 cent increase
- Approximately \$86.30 for the average home in Harrison Township
- Public hearing is April 29, 2024

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

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| Motion: Mrs. Bowen | Second: Mrs. Coslop |
| Roll Call: (6-0-1) | Carried: |
| Abstained: Mrs. Williams | |

VII. Committee Reports:

1. Standing Committees

- a. Finance – Walter Bright (*absent*)
- b. Curriculum – Stacey Muscarella

Mrs. Muscarella reported that there was a meeting last week with Dr. Peretti and Mrs. Heenan.

- Discussed the new math program in its second year
 - Teachers are more comfortable in the second year
 - Reviewed it in detail
- Wit & Wisdom for grades 3 – 6 is in its first year
 - Intense this year
 - Mrs. Heenan is providing coaching sessions once a month
 - Grade level planning days
- K-2 is still Foundations
 - Explained in detail
- New Standards for ELA and math for 2024-25
- Currently using grant funding for after school testing sessions to prep for math testing
- c. Personnel – Shannon Williams (No report at this time.)
- d. Negotiations – Jennifer Bowen (No report at this time.)
- e. Board Development – Todd Baron (No report at this time.)

2. Ad Hoc Committees
 - f. Public Relations – Alexis Rubino (No report at this time.)
 - g. School Safety – Shannon Williams (No report at this time.)
 - h. Shared Services – Marissa Straccialini (absent)
 - i. Transportation – Lou DiBacco (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 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

Motion: For the Board of Education to 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: Mrs. Williams Second: Mrs. Bowen
 Roll Call: (7-0) 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 Robert Scharlé, School Business Administrator /Board Secretary for the District, effective October 1, 2024.

Dr. Peretti indicated that we have a number of months to look for a replacement, which include various responsibilities.

- 15 years ago, he was the first person I met before my interview
- Responsible for “behind the scenes” in the district
- Dr. Peretti feels a great loss
- Mentioned the pandemic; distributing lunches
- Close friend to all of us in the Admin team

2. Acceptance of the retirement of Patricia Czajkowski, Special Education Aide at Harrison Township School, effective July 1, 2024.

Dr. Peretti indicated that Pat Czajkowski is a Special Education Aide for 22 years at Harrison Township School. Dr. Peretti wished her well in retirement.

3. Acceptance of the resignation of Courtney Stankiewicz, Special Education Aide at Pleasant Valley School, effective March 21, 2024.

Dr. Peretti indicated that Courtney Stankiewicz is a Special Education Aide for 2 years. She is moving to another professional opportunity.

4. Acceptance of the retirement of Michelle Giuliano, LDTC for the District, effective June 1, 2024.

Dr. Peretti indicated that Michelle Giuliano is our LDTC and she also is moving on to another professional opportunity. She will be hard to replace.

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.

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| 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:

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|-------------------------------|-----------------------------|
| Elizabeth Eastlack - Teacher | Susan Robertson – Custodian |
| Kimberly DeAngelo – Custodian | Eileen Woods - Custodian |
| Erin Griffith - Custodian | Lindsey Casey - Teacher |
15. Approval of the employment of Morgan Duignan, of Swedesboro, NJ, as part-time Special Education Aide at Pleasant Valley School, effective March 25, 2024 through June 30, 2024 with 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., pending receipt of required clearances.

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| Motion: Mrs. Williams | Second: Mr. Baron |
| Roll Call: (7-0) | Carried: Yes |

B. Education

Motion: For the Board of Education to 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: Mrs. Coslop
Roll Call: (7-0)

Second: Ms. Rubino
Carried: Yes

C. Administration

Motion: For the Board of Education to 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: Mrs. Bowen
Roll Call: (7-0)

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 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: Mrs. Coslop
Roll Call: (7-0)

Second: Mr. DiBacco
Carried: Yes

XI. New Business:

1) 2024-25 Attendance Calendar - Initial Development Discussion

- Dr. Peretti distributed the first draft of the 2024-25 school calendar to the BOE members
 - The BOE also reviewed Clearview's draft of their 2024-25 calendar
 - We try to match Clearview's calendar as much as possible for the convenience of the Harrison families
 - Many factors are taken into consideration
 - Suggested changes, after discussion, were as follows:
 - o Make 12/23/24 a day off, make 12/20/24 a half day
 - o Last day in June would then be 6/13/2025
 - o April break – we want to match Clearview
 - will need further discussion

2) Solar Eclipse

- Dr. Peretti mentioned the eclipse on April 8th
 - A lengthy discussion ensued
 - Looking for county office direction

XII. Old Business:

None

XIII. Audience Participation II:

None

XIV. Adjournment:

There was no further business. A motion was made to adjourn at 8:20 p.m.

Motion: Mrs. Bowen
Roll Call: Voice

Second: Mr. DiBacco
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary