

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

**REGULAR MEETING
APRIL 24, 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 (<i>absent</i>)	Mrs. Shannon Williams (<i>absent</i>)
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. President's Welcome:

2023-2024 Budget Presentation and Public Hearing

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

- The 2023-24 budget has received county approval.

The presentation included:

- State Aid – no reduction since our percentage of prior year pre-budget compared to the State's adequacy budget calculation was under 90% (89.30%)

- Mr. Scharlé reviewed a handout of adequacy comparison for all of the school districts in Gloucester County. The comparison included the “hypothetical” State budget formula adequacy calculation versus the actual budget adequacy calculation. The comparison demonstrates the disparity of districts under adequacy, but still have reductions in State Aid, while other school districts in the county are over adequacy and receive additional State Aid. Mr. Scharlé has been corresponding with State legislators regarding this disparity.
- Harrison Township is under adequacy by \$1,046,198
- Reduction of five full-time positions
- Additional costs for 2023-24:
 - Health Benefits - \$426,136
 - Salary increases (with reductions) - \$121,769
 - Pension cost increase - \$26,500
 - Social Security - \$17,500
 - Tuition (previously funded by a grant) - \$41,850
 - Related Services (previously funded by a grant) - \$50,000
 - Total Additional Cost - \$683,755
- 2% tax levy increase - \$277,730
- Health Benefits tax levy adjustment - \$321,934
- Enrollment tax levy adjustment - \$67,075
(our weighted enrollment increased by 24 additional students, but we are not receiving any additional State Aid, but the State allowed us to increase the tax levy.)
- State required us to use \$1,058,410 in fund balance
(State reduced allowable fund balance from 4% to 2%)
 - Unlikely we will generate this amount of fund balance for the 2024-25 budget
- Tax rate increase is 3.64 cents
- Approximately \$125.72 for the average home in Harrison Township

Mrs. Muscarella opened up the Public Hearing on the 2023-24 budget.

None

Mrs. Muscarella closed the Public Hearing.

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 March 20, 2023 Regular Session of the Board of Education Meeting. (**Attachment: Min. #1**)

Motion: Mrs. Straccialini
Roll Call: (7-0)

Second: Mr. Henderson
Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella
Mrs. Muscarella reported that the curriculum committee met with Dr. Peretti, Mrs. Heenan, and Mrs. Eisenhart. We reviewed the math curriculum and the new LAL program, Wit & Wisdom, that will be utilized in Grades 3 – 6 in 2023-24.
 - 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.)
Ms. Clark reported that the committee met on the 11th and went over our safety measures, reunification plan, and current safety building procedures.
 - 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. Letter from Michelle Troast received March 23, 2023 re: leave of absence.
2. Letter from Brittany Nicora received March 24, 2023 re: resignation.
3. Letter from Karen Ruggeri received April 17, 2023 re: resignation.
4. Letter from Nicole LaBuono received April 18, 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. Appropriation Adjustment List for March 2023. (*Attachment: Fin. #1*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of March 2023. (*Attachment: Fin. #2*)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 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. March 2023 Ratified Bill List \$2,723,678.28 (*Attachment: Fin. #6a*)
 - b. April 2023 Bill List \$393,490.73 (*Attachment: Fin. #6b*)
7. Approval of resolution accepting State Aid for the 2023-2024 school year. (*Attachment: Fin. #7*)
8. Approval of resolution adopting the 2023-2024 school year budget. (*Attachment: #8*)

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$21,402,634	\$14,553,242
Special Revenue Fund	466,440	N/A
Debt Service Fund	<u>978,650</u>	<u>527,702</u>
 Total Base Budget	 <u>\$22,847,724</u>	 <u>\$15,080,944</u>

9. Approval of the Certification of Tax Levy for fiscal year 2023-2024.
10. Consolidated Food Service Report for February and March 2023. (*Attachment: Fin. #10a & 10b*)
11. Approval of the following substitute rates for the 2023-2024 school year:

<u>Position</u>	<u>Amount</u>
Special Ed. Aide	\$15.00 per hour
Instructional Aide	\$115.00 per day
General Aide	\$15.00 per hour
Bus Driver	\$27.00 per hour (1 st yr. rate)
Bus Aide	\$15.00 per hour (1 st yr. rate)
Transportation Secretary	\$16.00 per hour
Sub Custodian (SY)	\$15.00 per hour (1 st yr. rate)
Summer Custodian	\$15.00 per hour (1 st yr. rate)
Sub Custodian (SY)	\$15.25 per hour (2 nd yr. rate)
Summer Custodian	\$15.25 per hour (2 nd yr. rate)
Teacher	\$115.00 per day; \$57.50 half day
Nurse	\$200.00 per day; \$27.00 per hour if less than 4 hrs.
Special Education Nurse	\$210.00 per day
Receptionist	\$15.00 per hour
Secretary	\$16.00 per hour

12. Approval of the submission of a grant application for the 2023 Safety Grant Program through New Jersey School Insurance Group toward the purchase of two (2) additional bus cameras in order to enhance school bus safety. The grant amount is \$2,627.00 for the period of July 1, 2023 through June 30, 2024.
13. Approval for Gloucester County Special Services School District to provide service for the Nonpublic Nursing Services for the 2023-2024 school year to the students enrolled in nonpublic schools located in our school district. (*Attachment: Fin. #13*)
14. Approval for Gloucester County Special Services School District to provide additional remedial services for nonpublic I.D.E.A. students for the 2023-2024 school year.

15. Approval of 2023-2024 contract of participation in Gloucester County Special Services School District MVC Online Abstract Request Program at an annual cost of \$50.00.

Motion: Ms. Clark
Roll Call: (7-0)

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 a maternity leave of absence for Michelle Troast, First Grade Teacher at Harrison Township School, effective September 1, 2023 through January 31, 2024 utilizing 30 accumulated sick days concurrent with FMLA continuing an unpaid leave under NJFLA with an anticipated return date of February 1, 2024.
2. Acceptance of the resignation of Brittany Nicora, Second Grade Teacher at Harrison Township School, effective July 1, 2023.

Dr. Peretti stated that Brittany Nicora is moving to another State at the end of the school year. Dr. Peretti indicated that Brittany is finishing up her second year in second grade. Dr. Peretti wished her well.

3. Acceptance of the resignation of Karen Ruggeri, Part-Time Nurse's Aide at Pleasant Valley School, effective July 1, 2023.

Dr. Peretti stated that Karen Ruggeri has accepted a full-time school nurse position in another school district. Dr. Peretti indicated that Karen worked at PVS for the last six years and wished her well in her new position.

4. Approval of a leave of absence for Nicole LaBuono, Administrative Assistant to the Chief Academic Officer at Harrison Township School, effective April 19, 2023 utilizing FMLA intermittently as needed.
5. Approval of the following as after school advisors for the MUST Program from May 15-18 and May 22-25 from 3:10pm to 4:10pm at a rate of \$33.12/hour:
 - a. Jennifer Kotzen
 - b. Brittany Tocci
6. Approval of the Step/Level Adjustment for Olivia Langerhans from BA+15, Step 7 to MA, Step 8, salary to be established in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2023.
7. Approval of the Step/Level Adjustment for Jennifer Culling from MA+15, Step 4, to MA+30, Step 5, salary to be established in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., effective September 1, 2023.

8. Approval of the employment of the following as Summer Substitute Custodians effective June 1, 2023 through September 30, 2023, on an as-needed basis, at the approved hourly and daily rates, pending receipt of required clearances:
 - a. Susan Robertson
 - b. Kimberly DeAngelo
 - c. James Messina
 - d. Terry Ballinger
 - e. Eileen Woods
 - f. Rose Rainas
 - g. Rylee Oswald
 - h. Brielle Maiden
 - i. Sean Griffith
 - j. Natalie Maiden
 - k. Beverly Mick

9. 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. Susan Williams – Bus Driver
 - b. Kristin Ferri - Teacher
 - c. Deborah Placentra – Bus Driver

Motion: Mrs. Bowen
Roll Call: (7-0)

Second: Ms. Clark
Carried: Yes

B. Education

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

1. Approval of a contract with Advancing Opportunities for independent evaluator services, as needed, for the 2023-2024 school year per the attached proposal. (*Attachment: Edu. #1*)

Motion: Mr. Henderson
Roll Call: (7-0)

Second: Mr. Bright
Carried: Yes

C. Administration

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

1. Approval of Nicole Pacera to attend the 19th Annual School Counselor Conference at Kean University on April 21, 2023 at a cost of \$35.00 plus mileage reimbursement.
2. Approval of the following guest author readings by Karen Lobascio and dog Maggie:
 - a. June 2, 2023 – Kindergarten
 - b. June 5, 2023 – First Grade
3. Approval of Stephanie Smith from the Gloucester County Library to visit Cultural Literacy classes to share summer programming with students.
4. Approval of the 2023 summer market rate for Child Study Team evaluations to be \$400.00 per evaluation.
5. Approval of the finalized 2023-2024 school calendar. (*Attachment: Admin. #5*)

6. Acknowledgement of safety drills conducted in the district schools:
 - a. Evacuation Drill
 - 1) Pleasant Valley School – March 17, 2023 (PM)
 - 2) Harrison Township School – March 21, 2023 (PM)
 - 3) Pleasant Valley School – April 18, 2023 (AM)
 - b. Fire Drill
 - 1) Pleasant Valley School – March 21, 2023 (PM)
 - 2) Harrison Township School – March 22, 2023 (AM)
 - 3) Pleasant Valley School – April 14, 2023 (AM)
 - 4) Harrison Township School – April 14 2023 (PM)
 - c. Lockdown Drill
 - 1) Harrison Township School – April 19, 2023 (AM)
 - d. AED Drill
 - 1) Harrison Township School – April 20, 2023 (AM)

7. Approval of the reimbursement of graduate tuition cost to Brenna Damminger following successful completion of the following course through Walden University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2023:
 - a. Designing Curriculum Instruction & Assessment – May 2023 through June 2023 - \$1,914.00
 - b. Learning & Teaching Mathematics – May 2023 through June 2023 - \$1,914.00

8. Approval of Cliff Kaelin and Pete Sparacino from the Federal Aviation Administration to provide their annual assembly for our First Graders.

Motion: Mr. Bright
 Roll Call: (7-0)

Second: Mr. DiBacco
 Carried: Yes

D. Policy

None

E. Transportation

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

1. Approval for the sale of one (1) 2007 fifty-four passenger bus pursuant to NJSA 18A:18A-45.
2. Renewal of Interlocal Agreement with Clearview Regional High School District for the borrowing of buses and trucks (when needed), sharing of bus drivers (when needed), and the purchase of gasoline for the 2023-2024 school year.
3. Approval of the renewal of a Shared Service Agreement with Kingsway Regional School District Board of Education for school bus maintenance services beginning July 1, 2023 through June 30, 2024 at the rate of \$65.40 per hour (3% increase) and -0- markup on parts, as needed.
4. Approval for Gloucester County Special Services School District 2023-2024 contract for participation in Cooperative Transportation Services.

Motion: Mr. Bright
 Roll Call: (7-0)

Second: Mrs. Straccialini
 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 and 2023-2024 fiscal years as outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
OKKA Karate	PVS Gym	Graduation Ceremony
HTYB	PVS Gym/HTS K-2 Gym	Basketball
Boy Scouts	PVS Cafeteria	Meeting
Tiger Organization	PVS Cafeteria	Presentation
PVFit	PVS Gym	Youth Fitness Class

Motion: Ms. Clark Second: Mrs. Bowen
 Carried: Yes

HTYB:
 Roll Call: (5-0-2)
 Abstained: Mr. Bright and Mr. Henderson

All other organizations:
 Roll Call: (7-0)

XI. New Business:

Dr. Peretti reported that Mr. Grimshaw contacted her for suggested titles/books to be included in the school library.

Dr. Peretti indicated that the community can suggest titles for the school library and the Superintendent or Curriculum Administrator will review them before they are in the library.

XII. Old Business:

Dr. Peretti reference that item #6 from Administration from the last meeting was corrected in the minutes.

Dr. Peretti mentioned that the Clearview student will be observing speech lessons that was mentioned at the last month’s meeting.

XIII. Audience Participation II:

Q. Tina Heil asked about the 2023-24 School Calendar.

A. Dr. Peretti indicated that it was approved tonight and she will send a copy. It is the same as the last draft except for Martin Luther King Jr. Day in January. In-service is on the 12th and a holiday on the 15th.

Mr. Grimshaw brought the books that he suggested to Dr. Peretti. Mr. Grimshaw passed the books out to the Board members to review.

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:40 p.m.

Motion: Mr. Henderson	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: Mr. Henderson	Second: Mr. DiBacco
Roll Call: Voice	Carried: Yes

Motion: Approve salaries for non-represented staff as discussed in Executive Session.

Motion: Mr. Henderson	Second: Mr. Bright
Roll Call: Voice	Carried: Yes

XVI. Adjournment:

There was no further business. A motion was made to adjourn at 7:57 p.m.

Motion: Mr. Henderson	Second: Mr. Bright
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary