

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, August 19, 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, August 19, 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:**

- 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 July 15, 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. Email from Jennifer Kotzen received August 14, 2024 re: resignation.

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

- A. Finance

It is recommended that the Board of Education approve the following action items:

- 1. Appropriation Adjustment Lists for June 2024 and July 2024. (*Attachment: Fin. #1a & 1b*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2024 and July 2024. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the months of June 2024 and July 2024. (*Attachment: Fin. #2a & 2b*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2024 and July 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. #3a & 3b*)

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. July 2024 Ratified Bill List \$351,889.65 (*Attachment: Fin. #6a*)
  - b. August 2024 Bill List \$812,123.09 (*Attachment: Fin. #6b*)
7. Approval of Shared Service Agreement with the Township of Harrison for two (2) School Resource Officers for the 2024-2025 school year in the amount of \$112,051.00.
8. Consolidated Food Service Report for June 2024. (*Attachment: Fin. #8*)

**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 resignation of Jennifer Kotzen, Special Education Teacher at Harrison Township School, effective after the contractual 60 days or as soon as a replacement can be secured.
2. Approval of the employment of Nicole Robinson, of Sewell, as Fourth Grade Teacher at Pleasant Valley School, effective September 1, 2024 through June 30, 2025, with a salary established at MA, Step 4 (\$56,377.00), plus benefits, in accordance with the 2022-2025 contract between H.T.B.O.E and H.T.E.A., pending receipt of required clearances. (*Attachment: Pers. #2*)
3. Approval of the employment of Sydney Wurst, of Sewell, as Kindergarten Teacher at Harrison Township School, effective September 1, 2024 through June 30, 2025, with a salary established at BA, Step 1 (\$53,087.00), plus benefits, in accordance with the 2022-2025 contract between H.T.B.O.E and H.T.E.A., pending receipt of required clearances. (*Attachment: Pers. #3*)

4. Approval of the employment of Emily Mathis, of Clayton, as Long-term Substitute Teacher at Harrison Township School, during the absence of Lindsay Coletta for the period of September 1, 2024 through April 4, 2025, 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 (\$53,087.00) 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 employment of Monica Zabala, current Part-time Special Education Aide, as Full-Time Special Education Aide at Harrison Township School, effective September 1, 2024 through June 30, 2025, with salary established at Step 3 (\$22.99/hour), plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
6. Approval of the employment of Michele Horn, of Mantua, as Part-time, Special Education Aide at Pleasant Valley School, effective September 1, 2024 through June 30, 2025, with salary established at Step 1 (\$22.59/hour) 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. #6)**
7. Approval of the employment of Ella DeVoe, current Substitute Teacher, Part-time, Special Education Aide at Pleasant Valley School, effective September 1, 2024 through June 30, 2025, with salary established at Step 1 (\$22.59/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.
8. Approval of the employment of Alyssa Marsella, current General Aide, as part-time Special Education Aide at Harrison Township School, effective September 1, 2024 through June 30, 2025, with a salary established at Step 1 (\$22.59/hour), in accordance with the 2022-2025 contract between H.T.B.O.E. and H.T.E.A.
9. Approval of the employment of Tomi Dolecki, of Mullica Hill, as part-time General Aide (5.0 hours/day) at Harrison Township School, effective September 1, 2024 through June 30, 2025 at a salary established at Step 1 (\$15.13/hour) in accordance with the 2022-2025 contact between H.T.B.O.E. and H.T.E.A., pending receipt of required clearances.  
**(Attachment: Pers. #9)**
10. Approval of the employment of Carole Raively, of Mantua, as part-time General Aide (2.75 hours/day) at Pleasant Valley School, effective September 1, 2024 through June 30, 2025 at a salary established at Step 1 (\$15.13/hour) in accordance with the 2022-2025 contact between H.T.B.O.E. and H.T.E.A., pending receipt of required clearances.
11. Approval of the employment of Samuel Berardi, of Glassboro, as part-time General Aide (5.0 hours/day) at Harrison Township School, effective September 1, 2024 through June 30, 2025 at a salary established at Step 1 (\$15.13/hour) in accordance with the 2022-2025 contact between H.T.B.O.E. and H.T.E.A., pending receipt of required clearances.  
**(Attachment: Pers. #11)**

12. Approval of the following as after school advisors for the MUST Program for the 2024-2025 school year at a rate of \$35.35/hour in accordance with the 2022-2025 NJEA Contract:

Meghan Hack – PVS  
Christa Glaze – HTS  
Martina Fuller – HTS

Christie Mamaluy – PVS  
Nancy Marucci – HTS

13. Approval of the employment of Sarah Shenk as Summer IT Support effective August 20, 2024 through September 30, 2024 at the approved hourly rate, pending receipt of required clearances.

14. Approval of the employment of Ryan Griffith, of Mullica Hill, as a substitute summer custodian for the district on an as-needed basis, effective August 20, 2024, pending receipt of required clearances.

15. Approval of the employment of the following individuals as substitute teachers, nurses, general aides, bus drivers, bus aides and custodians for the district on an as-needed basis, effective September 1, 2024 through June 30, 2025, at the currently-approved hourly and daily rates, pending receipt of required clearances.

Andrew McElrea – Bus Driver  
Cassandra Goeke - Teacher  
Lisa Houck - Teacher  
Loni Klecko – Teacher & Aide  
Valarie McDowell - Aide

Elizabeth Napoli – General Aide  
Alicia Smith - Teacher  
Bryana Driscoll - Teacher  
Ryan Griffith - Custodian

**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 Student #27000 to attend Bankbridge, Deptford, NJ for the 2024 Extended School Year at the rate of \$4,770.00.
2. Approval of Student #27000 for a one-on-one teacher assistant to attend Bankbridge, Deptford, NJ for the 2024 Extended School Year at the rate of \$3,900.00.

**MOTION TO APPROVE:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

**Roll Call:**

\_\_\_\_\_ Todd Baron                      \_\_\_\_\_ Janette Coslop                      \_\_\_\_\_ Marissa Straccialini  
\_\_\_\_\_ Jennifer Bowen                      \_\_\_\_\_ Louis DiBacco                      \_\_\_\_\_ Shannon Williams  
\_\_\_\_\_ Walter Bright                      \_\_\_\_\_ Alexis Rubino                      \_\_\_\_\_ Stacey Muscarella

C. Administration

It is recommended that the Board of Education approve the following action items:

1. Acknowledgment of the completion and the Superintendent's presentation and public hearing of the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and approval of the submission of the same. (**Attachment: Admin. #1**)
  - a. HTS – July 1, 2023 through June 30, 2024
  - b. PVS – July 1, 2023 through June 30, 2024
2. Approval of the Harrison Township School District threat assessment team. (**Attachment: Admin. #2**)
3. Approval of the Harrison Township School District threat assessment handbook. (**Attachment: Admin. #3**)
4. Authorizing the awarding of contracts for professional services effective September 1, 2024 through June 30, 2025 without competitive bidding:
  - 1) School District Physician: Dr. Craig Wax, DO
5. Approval of the placement of AnnaLisa Rodano as mentor Administrator to Tara Reeves at Harrison Township School for a minimum of 300 hours during her Administrative Internship August 26, 2024 through December 8, 2024 under the auspice of Wilmington University.
6. Approval of the placement of Taylor Johnson as mentor teacher to Sydney Wurst at Harrison Township School for a period of 30 weeks during the 2024-2025 school year under the auspice of the NJ Provisional Teacher Program.
7. Approval of the placement of Katie Ward as mentor teacher to Nicole Robinson at Pleasant Valley School for a period of 30 weeks during the 2024-2025 school year under the auspice of the NJ Provisional Teacher Program.
8. Approval of the placement of Laurie Holland as mentor teacher to Emily Mathis at Harrison Township School for a period of 20 weeks during the 2024-2025 school year under the auspice of the NJ Provisional Teacher Program.
9. Approval of Kathy Huber to virtually attend *Public WRS Intro Course* on August 28, 2024 at a cost of \$750.00.
10. Approval of Lauren Jones and Carla Iannone to virtually attend *Public WRS Intro Course* on August 20, 2024 at a cost of \$750.00 per person.
11. Approval of the reimbursement of graduate tuition cost to Kelly Meagher following successful completion of the following courses through Western Michigan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
  - a. Application of Behavior Analysis in SPED – August 2024 through December 2024 - \$2,294.28

12. Approval of the reimbursement of graduate tuition cost to Brenna Damminger following successful completion of the following courses through Walden University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2025:
  - a. Action Research for Educators – September 2024 through October 2024 - \$1,914.00
  
13. 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 2025:
  - a. Administration Internship – August 26, 2024 through December 8, 2024 - \$2,703.75
  - b. Practicum in School Leadership – August 26, 2024 through December 8, 2024 - \$1,622.25
  
14. 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. Management Supervision & Human Resource – September 3, 2024 through October 8, 2024 - \$483.00
  - b. Information Systems – October 7-21, 2024 - \$483.00
  - c. Structural Mechanical System – November 5-19, 2024 - \$483.00
  
15. Approval for the Clearview Regional High School District to utilize Pleasant Valley School as an emergency evacuation site for the 2024-2025 school year.
  
16. Approval of Fire Prevention Assemblies at HTS and PVS during the week of October 7, 2024 conducted by the Harrison Township Fire Department.
  
17. Acknowledgement of safety drills conducted in the district schools:
  - a. Table Top Drill and Planning
    - 1) Harrison Township School – July 24, 2024 (AM)
  - b. Shelter in Place Drill
    - 1) Harrison Township School – July 24, 2024, 2024 (PM)
  - c. Evacuation Drill
    - 1) Pleasant Valley School – July 31, 2024 (AM)
  - d. Fire Drill
    - 1) Pleasant Valley School – August 13, 2024 (AM)

**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. 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

F. Buildings & Grounds

It is recommended that the Board of Education approve the following action items:

1. Acknowledgement of the 2023-2024 Annual Integrated Pest Management Reports for Harrison Township School and Pleasant Valley School. **(Attachment: B&G #1a & 1b)**
2. Award bid for HTS HVAC BAS Replacement/Upgrade Project to AME Inc. in the amount of \$472,773.00. **(Attachment: B&G #2)**
3. Authorization to designate the Superintendent and Business Administrator to approve change orders in reference to the HVAC BAS Replacement/Upgrade Project not to exceed \$5,000.00. Additionally, authorization for the Buildings and Grounds Committee to approve change orders in reference to the construction project not to exceed \$10,000.00. All change orders in excess of \$10,000.00 must be approved by the Board of Education. *(Please note: change orders that do not exceed \$10,000.00 will be included on the next board agenda for ratification).*



4. Approval of the following groups to utilize the facilities for the 2024-2025 school year:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Township Joint Land Use Board	PVS Cafeteria	Meeting
Girl Scouts	HTS Activity Center	Meetings
Cub/Boy Scouts	HTS Activity Center	Meetings

**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, August 19, 2024 – 7:00 PM**

AGENDA – Closed Session

1. Attorney Client Privilege and Negotiations