

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

**REGULAR MEETING
MONDAY, July 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 7:04 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 time.

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 (<i>absent</i>)	Mrs. Marissa Straccialini (<i>absent</i>)
Mrs. Janette Coslop	Mrs. Shannon Williams (<i>absent</i>)
Mr. Louis DiBacco (<i>absent</i>)	

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:

None

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 June 12, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Mr. Henderson	Second: Mr. Bright
Roll Call: (5-0)	Carried: Yes

VII. Committee Reports:

- 1. Standing Committees
 - a. Finance – Walter Bright (No report at this time.)
 - b. Curriculum – Stacey Muscarella (No report at this time.)
 - 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.)
 - 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. Email from Chelsey Venuto received June 19, 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. Payment of Bills:
 - a. June 2023 Ratified Bill List #1, #2, & #3 \$2,177,449.48 (*Attachment: Fin. #1a*)
 - b. July 2023 Bill List \$218,128.62 (*Attachment: Fin. #1b*)
- 2. Consolidated Food Services Report for May 2023. (*Attachment: Fin. #2*)
- 3. Acceptance of the following grant awards for the 2023-2024 school year:

<u>IDEA Grant</u>	<u>Total</u>
Basic	\$300,998.00
Basic – NonPublic	35,205.00
Preschool	<u>31,138.00</u>
 TOTAL	 <u>\$367,341.00</u>

4. Approval of Option 5 for Biometric Screening for the 2023-2024 school year as offered by the SHIF (School Health Insurance Fund) Wellness Grant Program.
5. Approval of PEPPM Cooperative Purchasing for the purchase of technology products.

Motion: Mrs. Bowen Second: Mrs. Coslop
 Roll Call: (5-0) Carried: Yes

X. Superintendent's Report:

A. Personnel

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

1. Approval of a leave of absence for Chelsey Venuto, Third Grade Teacher at Harrison Township School, effective October 10, 2023 utilizing nine accumulated sick days concurrent with FMLA continued with an unpaid leave under NJFMLA through February 20, 2024 with an estimated return date of February 21, 2024.
2. Approval of the employment of Maria Stabeno, current Substitute, as long-term Substitute Teacher during the leave of Michelle Troast at Harrison Township School, for the period of September 1, 2023 through February 2, 2024 salary at BA, Step 1 to be established in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.
3. Approval of the Step/Level Adjustment for Colleen Hayes from BA+15, Step 7 to MA, Step 7, 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.
4. Approval of the employment of the following interventionist to conduct student entrance assessments for the district during the Summer of 2023 at the rate of \$44.00 per hour. Compensation is based on the negotiated HTEA contract.
 - a. Robyn Maronski
 - b. Tracy DeAngelo
5. Approval of the employment of Brianna Maiden as Summer Substitute Custodian effective June 1, 2023 through September 30, 2023, on an as-needed basis, at the approved hourly and daily rate.
6. 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:

Jonathan Dare - Teacher	Andrea Bramblett – Teacher
Mary Holliday – Teacher	Brianna Hope - Teacher
Lisa Eivich – Teacher	Denise Reamer – Teacher
Kylee Hynes – Teacher & Aide	Courtney Branco – Nurse
Linda Pennypacker - Aide	

7. Approval of the employment of Paige Deibel, of Pitman, NJ, as Full-Time Elementary Teacher at Harrison Township School for the period of September 1, 2023 through June 30, 2024 with a salary established at BA, Step 5 (\$54,087) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., plus benefits, pending receipt of required clearances.
8. Approval of the employment of Iris Ortiz, of Sewell, NJ, as a Part-Time General Aide (2.75 hours/day) at Harrison Township School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00 per hour), in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., pending receipt of required clearances.

Motion: Mr. Bright Second: Mrs. Coslop
 Roll Call: (5-0) Carried: Yes

B. Education

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

1. Approval of Student #29014 to attend Larc School, Bellmawr, NJ for the 2023 Extended School Year (\$8,823.60); ESY Classroom Assistant (\$5,700.00); 2023-2024 school year (\$52,941.60); and school year Classroom Assistant (\$34,200.00).
2. Approval of the acceptance of Student #5115155897 from Woodbury Heights School District into the Multisystem Disorder Class for the 2023 Extended School Year (\$4,700.00); ESY Classroom Assistant (\$2,200.00); 2023-2024 school year (\$30,600.00); and school year Classroom Assistant (\$22,200.00).
3. Approval of Student #26162 to attend Archbishop Damian School, Westville Grove, NJ for the 2023 Extended School Year (\$8,494.20) and 2023-2024 school year (\$50,965.20).
4. Approval for Student #29014 to receive Level 2 services from the Commission for the Blind and Visually Impaired for the 2023-2024 school year, in the amount of \$5,250.00.
5. Approval for Student #20625 to receive Level 1 services from the Commission for the Blind and Visually Impaired for the 2023-2024 school year, in the amount of \$2,200.00.

Motion: Mr. Henderson Second: Mrs. Bowen
 Roll Call: (5-0) Carried: Yes

C. Administration

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

1. Approval of the completion of the Annual Superintendent Performance Evaluation and review of the Superintendent's five-year Professional Development Plan, as required.

Dr. Peretti indicated that this is required annually.

2. Acknowledgement of the completion of the required Administration Performance Evaluations and review of Smart Goals and SGO data.

Dr. Peretti reported that the Administration Performance Evaluations are done annually from the 2022-23 school year. She will be reviewing their goals with each administrator individually.
3. Approval of the submission of the District Comprehensive Equity Plan Statement of Assurance to the Department of Education as required.
4. 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. Literature Review Applied Research – October 2023 through December 2023 - \$1934.50
 - b. Applied Research Concepts and Methodology – January 2024 through March 2024 - \$1934.50
5. Approval of the reimbursement of graduate tuition cost to Jennifer Kotzen following successful completion of the following course through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Methods for Assessing Teaching B-3 Disabilities – 10/31/23 through 12/25/23 - \$2,183.46
6. Approval of the reimbursement of graduate tuition cost to Lisa Schreyer following successful completion of the following course through Slippery Rock University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Practicum: Assessment & Instruction for the Reading Specialist – 6/27/2023 through 7/25/23 - \$2,079.60
 - b. Practicum: Organization & Administration of School Reading Programs – August 21, 2023 through December 12, 2023 - \$2,079.60
7. Acknowledgement of the completion of the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2022 through June 30, 2023 and approval of submission of the same. (**Attachment: Admin #7**)
8. Approval of the completion and submission of the Harrison Township School District’s Chapter 27 Emergency Virtual or Remote Instruction Program for the 2023-2024 school year and the required LEA checklist. (**Attachment: Admin. #8**)
9. Approval of the amended “Student Code of Conduct: STARS Expectations Manual” for HTS & PVS. (**Attachment: Admin. #9**)
10. Approval of the updated PVS Positive Behavior Support Plan and Matrix. (**Attachment: Admin. #10**)

11. Approval of the following individuals to attend *virtual training: Testing in Wit & Wisdom* on June 23, 2023 at a cost of \$55.00 per person:

Tara Reeves	Jennifer Culling
Angela Dubrow	Brittany Tocci

12. Approval of the following individuals to attend *virtual training: Launch Wit & Wisdom* on July 5, 2023 at a cost of \$105.00 per person:

Jackie Sanders	Faith Schusler
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13. Approval of the following individuals to attend *virtual training: Focus on Fluency* on July 19, 2023 at a cost of \$55.00 per person:

Tara Reeves	Jennifer Culling
Angela Dubrow	Justin Stevenson

14. Approval of Justin Stevenson to attend *virtual training: Testing in Wit & Wisdom* on July 19, 2023 at a cost of \$55.00.

15. Approval of the following individuals to attend *virtual training: Launch Wit & Wisdom* on July 26, 2023 at a cost of \$105.00 per person:

Jessica Alcorn	Robyn Maronski
Patricia Radka	Carla Iannone
Robert Thompson	Kelsey Minniti
Katie Ward	AnnaLisa Rodano
Lori Melchiore	Christine Rivera
Deneen Dougherty	

16. Approval of the following individuals to attend *virtual training: Module & Lesson Study* on August 4, 2023 at a cost of \$105.00 per person:

Lisa Heenan	AnnaLisa Rodano
Karen Russo	Jackie Sanders
Mary Capone	Meghan Loomis
Kathryn Wells	Lori Johns
Lori Melchiore	Jessica Souders
Robert Thompson	Robyn Maronski

17. Approval of the following individuals to attend *virtual training: Focus on Fluency* on August 10, 2023 at a cost of \$55.00 per person:

Annamarie Mason	Josh Tunstall
Brittany Tocci	

18. Approval of the following individuals to attend *virtual training: Testing in Wit & Wisdom* on August 10, 2023 at a cost of \$55.00 per person:

Annamarie Mason	Josh Tunstall
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19. Approval of the following individuals to attend *virtual training: Module & Lesson Study* on August 10, 2023 at a cost of \$105.00 per person:

Katie Ward	Lisa Schreyer
Kelsey Minniti	Faith Schusler
Betty Patterson	Stephanie Bottone
Jennifer Mankey	Devon Nolt
Deneen Dougherty	Carla Iannone
Dana Teague (out of district)	

20. Approval of Lauren Sheppard to attend *virtual training: Module & Lesson Study* on August 18, 2023 at a cost of 105.00.

Items #11 – 20:

Q. Mr. Henderson asked about the virtual training and if it is a part of the contract.

A. Dr. Peretti replied that it was.

Q. Mrs. Muscarella asked about the difference in pay.

A. Dr. Peretti indicated that it is based on the number of hours.

21. Acknowledgement of safety drills conducted in the district schools:

a. Fire Drill

- 1) Harrison Township School – June 27, 2023 (AM)
- 2) Harrison Township School – June 27, 2023 (PM)
- 3) Harrison Township School – July 6, 2023 (AM)
- 4) Pleasant Valley School – July 18, 2023 (AM)

b. Shelter in Place Drill

- 1) Pleasant Valley School – June 13, 2023 (AM)

Motion: Mr. Bright

Second: Mr. Henderson

Roll Call: (5-0)

Carried: Yes

D. Policy

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

1. First Reading of required board policy: 3112 Reimbursement of Federal and Other Grant Expenditures. (**Attachment: Pol. #1**)
2. First Reading of required board policy: 3115.01 Federal Awards/Funds Internal Controls – Allowability of Costs. (**Attachment: Pol. #2**)
3. First Reading of required board policy: 3115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures. (**Attachment: Pol. #3**)
4. First Reading of required board policy: 3115.03 Federal Awards/Funds Internal Controls – Conflict of Interest. (**Attachment: Pol. #4**)
5. First Reading of required board policy: 3311 Contracts for Goods or Services Funded by Federal Grants. (**Attachment: Pol. #5**)

Mr. Scharlé indicated that the policies were recommended by Straus Esmay at a conference he attended. We already follow the policies. We need them memorialized in the event of a federal audit of the ESSR funds in the future.

Motion: Mrs. Bowen

Second: Mrs. Coslop

Roll Call: (5-0)

Carried: Yes

E. Transportation

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

1. Approval for Harrison Township School Buses to transport East Greenwich Township District students for various field trips for the 2023-2024 school year. East Greenwich Township School District will reimburse the Harrison Township School District for all costs.
2. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for Student #24169 and #23001 to Bankbridge Elementary and Bankbridge Regional in Deptford, NJ on Bus Route SBDC23 for the period of July 10, 2023 through August 10, 2023 at a cost of \$1,584.08. *(Attachment: Trans. #2)*

Motion: Mr. Henderson Second: Mr. Bright
 Roll Call: (5-0) 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>
Boy Scouts	PVS Cafeteria	Meetings
Girl Scouts	PVS Cafeteria	Meetings

Motion: Mrs. Coslop Second: Mrs. Bowen
 Roll Call: (5-0) Carried: Yes

XI. New Business:

None

XII. Old Business:

Mr. Scharlé reported that he received a letter from the Salem County prosecutor’s office dated June 30, 2023 indicating that the defendant failed to appear in court on June 29, 2023 and the judge issued a warrant for the defendant’s arrest.

XIII. Audience Participation II:

None

XIV. Recess into Executive Session:

RESOLUTION: To enter into Executive Session at 7:11 p.m.

Motion: Mrs. Bowen	Second: Mrs. Coslop
Roll Call: Voice	Carried: Yes

XV. Out of Executive Session:

RESOLUTION: To return to Regular Session at 7:37 p.m.

Motion: Mrs. Bowen	Second: Mr. Bright
Roll Call: Voice	Carried: Yes

XVI. Adjournment:

There was no further business at this time. A motion was made to adjourn at 7:38 p.m.

Motion: Mr. Henderson	Second: Mrs. Coslop
Roll Call: Voice	Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary