

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

**REGULAR MEETING  
MONDAY, August 21, 2023  
7:00 PM**

Mrs. Shannon Williams, Board Vice 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 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 (absent)
Mr. Walter Bright	Mrs. Stacey Muscarella (absent)
Ms. Cristie Clark (absent)	Mrs. Marissa Straccialini
Mrs. Janette Coslop (absent)	Mrs. Shannon Williams
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 Shannon Williams, Board Vice President of the Harrison Township Board of Education.

**IV. President's Welcome:**

**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 July 24, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Mr. Bright  
Roll Call: (5-0)

Second: Mrs. Bowen  
Carried: Yes

**VII. Committee Reports:**

1. Standing Committees
  - a. Finance – Walter Bright (No report at this time.)
  - b. Curriculum – Stacey Muscarella (absent)
  - 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 (absent)
  - g. School Safety – Cristie Clark (absent)
  - h. Shared Services – Sean Henderson (absent)
  - i. Transportation – Janette Coslop (absent)
3. Delegate/Representative Reports (absent)

**VIII. Correspondence: (*Copies of Correspondence are included in backup materials*)**

1. Letter from Colleen Hayes received July 24, 2023 re: resignation.
2. Email from Pat Cinko received August 8, 2023 re: resignation.
3. Email from Jennifer Calhoun received August 8, 2023 re: resignation.

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

- A. Finance

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

1. Appropriation Adjustment Lists for June 2023 and July 2023. (*Attachment: Fin. #1a & 1b*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2023 and July 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the months of June 2023 and July 2023. (*Attachment: Fin. #2a & 2b*)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the months of June 2023 and July 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. #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 2023 Ratified Bill List \$566,105.59 (*Attachment: Fin. #6a*)
    - b. August 2023 Bill List \$1,001,911.63 (*Attachment: Fin. #6b*)
  7. Approval of Shared Service Agreement with the Township of Harrison for two (2) School Resource Officers for the 2023-2024 school year in the amount of \$104,054.54 (same amount as 2022-2023).
  8. Consolidated Food Service Report for June 2023. (*Attachment: Fin. #8*)
  9. Approval to withdraw funds from the Maintenance Reserve for the repair of the condenser unit in the Pleasant Valley School chiller in the estimated amount of \$100,000.00 and \$26,500.00 for concrete work at the Harrison Township Elementary School lower parking area. (*Attachment: Fin. #9*)
- Mr. Scharlé updated the Board on the status of the PVS chiller. Tri-State will be in this week to begin the compressor disassembly, then parts will be ordered. In the meantime, we have contacted a company to provide temporary HVAC and they should have a quote to us tomorrow.*

10. Approval of the adjustment of the following substitute rate for the 2023-2024 school year:

<u>Position</u>	<u>Amount</u>
Bus Driver	\$30.00 per hour (2 <sup>nd</sup> yr. rate or Prior District Experience)
Motion: Mr. DiBacco	Second: Mr. Bright
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. Acceptance of the resignation of Colleen Hayes, First Grade Teacher at Harrison Township School, effective July 24, 2023.
 

*Dr. Peretti recognized Colleen Hayes as a long-term substitute for 1 year, 1<sup>st</sup> grade teacher for 1 year, and a 2<sup>nd</sup> grade teacher for 5 years.*
2. Acceptance of the resignation of Pat Cinko, General Aide at Harrison Township School, effective August 8, 2023.
 

*Dr. Peretti recognized Pat Cinko as a general aide for 7 ½ years.*

3. Acceptance of the resignation of Jennifer Calhoun, General Aide at Harrison Township School, effective August 8, 2023.

*Dr. Peretti recognized Jennifer Calhoun as a general aide for 1 year.*

4. Approval of the employment of Maria Delayo, of Franklinville, NJ, as First Grade Teacher at Harrison Township School, effective September 1, 2023 through June 30, 2024 with salary established at BA, Step 1 (\$52,487.00), plus benefits, 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 Chelsea Nelson, of Mullica Hill, NJ, as Part-Time Elementary School Counselor for the District, effective September 1, 2023 through June 30, 2024 with salary established at MA+30, Step 7 (\$63,450.00 pro-rated) 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. # 5**)
6. Approval of the employment of Adrienne McGovern, of Mullica Hill, NJ, as Part-Time School Psychologist for the District, effective September 1, 2023 through June 30, 2024 with salary established at MA+30, Step 6 (\$59,037.00 pro-rated) 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 Susan Jones, current Substitute School Nurse, as Part-Time Nurse's Aide at Pleasant Valley School, effective September 1, 2023 through June 30, 2024 with salary established at Step 1 (\$31.64/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 Jessica Nguyen, of Blackwood, NJ, as Long-term Substitute Teacher at Harrison Township School, during the absence of Chelsey Venuto for the period of September 1, 2023 through March 1, 2024, 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 (\$52,487.00) 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. #8**)
9. Approval of the employment of Julia Neiheiser, of Cherry Hill, NJ as Long-term Substitute Teacher at Pleasant Valley School, during the absence of Danielle Metcalf for the period of September 1, 2023 through March 8, 2024, 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 (\$52,487.00) 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. #9**)
10. Approval of the employment of Deborah Sindoni, of Sewell, NJ, as a Part-Time General Aide (2.75 hours/day) at Pleasant Valley 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. (**Attachment: Pers. #10**)

11. Approval of the employment of Alyssa Marsella, of Mullica Hill, NJ, as a Part-Time General Aide (5.0 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.
12. Approval of the employment of Rita Lombardi, of Mantua, NJ, as a Part-Time General Aide (3.25 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.
13. Approval of the voluntary transfer of Iris Ortiz, Part-Time General Aide (2.75 hours/day) to 5.0 hours/day General Aide at Harrison Township School, effective September 1, 2023 through June 30, 2024.
14. Approval of the employment of Edith Terch, current Substitute Bus Driver as Contracted Bus Driver for the District, effective September 1, 2023 through June 30, 2024 at a rate of \$27.00 per hour (3 hours per day).
15. Approval of the following as after school advisors for the MUST Program from January 8-11, 2024; March 18-21, 2024; and May 20-23, 2024 at a rate of \$34.22/hour in accordance with the 2022-2025 NJEA Contract:
  - a. Meghan Hack – PVS
  - b. Christie Mamaluy – PVS
16. 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:
  - a. Anjali Sonarikar – Teacher
  - b. Maria Stabeno – Teacher
  - c. Jessica Nguyen – Teacher
  - d. Julia Neiheiser – Teacher
  - e. Debbie Wagner – Bus Driver
  - f. Timothy Blackburn – Bus Driver
17. Acceptance of the resignation of Brooke Nettleton, Full-Time Custodian at Pleasant Valley School, effective September 1, 2023.
 

*Dr. Peretti recognized Brooke Nettleton as a full-time custodian for 2 ½ years.*

*Dr. Peretti wished all of the employees that resigned well in their future endeavors.*
18. Approval of the employment of Sean Griffith, current Substitute Custodian as Full-Time Custodian at Pleasant Valley School, effective September 11, 2023 through June 30, 2024 with a salary established at Step 1 (\$34,290.00 pro-rated) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E., plus benefits.
19. Approval of the employment of Danneille George, of Mullica Hill, NJ, as a Part-Time, General Aide (2.75 hours/day) at Pleasant Valley 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.

20. 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:
- a. Stephanie Guenther – Teacher
  - b. Judy Griffith - Custodian

Motion: Mrs. Straccialini  
Roll Call: (5-0)

Second: Mrs. Bowen  
Carried: Yes

B. Education

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

1. Approval of Student #24169, #23001, #27000 to attend Bankbridge, Deptford, NJ for the 2023 Extended School Year at the rate of \$4,680.00 per student.
2. Approval of Student #24169 for a one-on-one teacher assistant to attend Bankbridge, Deptford, NJ for the 2023 Extended School Year at a rate of \$3,830.00.
3. Approval of the attendance of 1<sup>st</sup> grade student attending the Pennsville School District with Harrison Township as their district of residence on a tuition basis for the 2023-24 school year at a tuition rate of \$20,123.00.

Motion: Mrs. Bowen  
Roll Call: (5-0)

Second: Mr. DiBacco  
Carried: Yes

C. Administration

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

1. Approval for Robert E. Scharlé to attend eight (8) Professional Development Programs during the 2023-2024 school year sponsored by the New Jersey Association of School Business Officials (NJASBO) at a cost of \$1,000.00 – no mileage reimbursement (needed as part of required CPE hours to retain CPA license).
2. Approval for the Clearview Regional High School District to utilize Pleasant Valley School as an emergency evacuation site for the 2023-2024 school year.
3. Acknowledgment of schoolwide recognition of Respect Week/School Anti-Violence Awareness Week October 2, 2023 through October 6, 2023.
4. Acknowledgment of schoolwide recognition of Fire Prevention Week October 10, 2023 through October 13, 2023.
5. Acknowledgment of schoolwide recognition of Red Ribbon Week October 23, 2023 through October 27, 2023.
6. Approval of the Part-Time Psychologist Job Description. (*Attachment: Admin. #6*)
7. Approval of the updated Elementary School Counselor Job Description. (*Attachment: Admin. #7*)

8. Approval of the 2023-2024 Professional Development Plan.
9. Approval of the placement of Michelle Malaby as mentor teacher to Maria Delayo at Harrison Township School for a period of 22 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
10. Approval of the placement of Rachel Baldwin as mentor teacher to Maria Stabeno at Harrison Township School for a period of 10 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
11. Approval of the placement of Mary Capone as mentor teacher to Faith Schusler at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
12. Approval of the placement of Jennifer Mankey as mentor teacher to Devon Nolt at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
13. Approval of the placement of Casey Heitman as mentor teacher to Brittain Hurley at Pleasant Valley School for a period of 30 weeks during the 2023-2024 school year under the auspice of the NJ Provisional Teacher Program.
14. 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. Staff Selection Appraisal and Renewal – August 28, 2023 through October 15, 2023 - \$1,572.00
  - b. Measurement, Accountability, and Learning – October 23, 2023 through December 10, 2023 - \$1,572.00
15. Approval of the reimbursement of graduate tuition cost to Kelly Meagher following successful completion of the following course through Western Michigan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
  - a. Physical Activity for Exceptional Children – August 30, 2023 through December 16, 2023 - \$2,294.28
16. Approval of the following individuals to attend *virtual training: Launch Wit & Wisdom* on August 17, 2023 at a cost of \$105.00 per person:
  - a. Kathy Huber
  - b. Jessica Nguyen
17. Approval of the following individuals to attend *virtual training: Module & Lesson Study* on August 18, 2023 at a cost of \$105.00 per person:
  - a. Christa Glaze
  - b. Christine Rivera
  - c. Kathy Huber
  - d. Jessica Nguyen
18. Approval of the following individuals to attend *virtual training: Getting Started with Geodes* on August 18, 2023 at a cost of \$55.00 per person:
  - a. Maria Delayo
  - b. Paige Jacobucci
  - c. Jennifer Hill

19. Approval of the following individuals to attend *Handle with Care Behavior Management – Instructor Recertification Program* on October 5, 2023 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement:
  - a. Matthew Simmermon
  - b. Heather Schank
  
20. Approval of the following individuals to attend *Handle with Care Behavior Management – Instructor Recertification Program* on October 6, 2023 in Vineland at a cost of \$525.00 per person, plus mileage reimbursement:
  - a. Jeff Pisacreta
  - b. Jean Marie Sutton
  
21. Acknowledgement of safety drills conducted in the district schools:
  - a. Fire Drill
    - 1) Harrison Township School – August 8, 2023 (AM)
  
22. Approval of contract with Amazing Transformations to provide BCBA Student Support Services for the 2023-2024 school year as needed up to six hours per week.
  
23. 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 state, with reimbursement June 2024:
  - a. Understanding Number Systems and Operations – September 2023 through October 2023 - \$1,914.00
  - b. Enhance Learning for Diverse Populations – November 2023 through December 2023 - \$1,914.00

Motion: Mr. Bright

Second: Mrs. Straccialini

Roll Call: (5-0)

Carried: Yes

D. Policy

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

1. Second Reading of required board policy: 3112 Reimbursement of Federal and Other Grant Expenditures. (*Attachment: Pol. #1*)
2. Second Reading of required board policy: 3115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (*Attachment: Pol. #2*)
3. Second Reading of required board policy: 3115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (*Attachment: Pol. #3*)
4. Second Reading of required board policy: 3115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (*Attachment: Pol. #4*)
5. Second 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: Mr. DiBacco

Roll Call: (5-0)

Carried: Yes



E. Transportation

None

F. Buildings & Grounds

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

1. Acknowledgement of the 2022-2023 Annual Integrated Pest Management Reports for Harrison Township School and Pleasant Valley School. (*Attachment: B&G #1*)
2. 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>
PTA	HTS Library	Meetings
Girl Scouts	HTS Activity Center	Meetings
HTYB	HTS & PVS Gyms	Basketball

Motion: Mrs. Bowen

Second: Mr. Bright  
Carried Yes

Item #1:  
Roll Call: (5-0)

Item #2:  
PTA and Girl Scouts  
Roll Call: (5-0)

HTYB  
Roll Call: (4-0-1)  
Abstained: Mr. Bright

**XI. New Business:**

None

**XII. Old Business:**

Mr. Scharlé updated the Board that the Salem County prosecutor’s office contacted him last Thursday. They arrested the defendant regarding the stolen truck last year and then released him. I indicated that I am only interested in receiving our restitution. A court hearing is scheduled for September 21, 2023. I am not required to attend.

Mr. Bright updated everyone that the Township Land Use Board will not be utilizing either school facility, since it will not be required.

**XIII. Audience Participation II:**

**Steven Grimshaw**

- Asked about an update for the curriculum.

Dr. Peretti indicated we are required to follow the State Standards. Lisa Heenan previously sent you an electronic link to the curriculum. We can send you the link again. The curriculum is not available in hard copy.

- A description of QSAC monitoring and several content areas was explained.
  - A brief discussion ensued.

**Theresa Mirarchi**

- Asked about the Maintenance Reserve.

Mr. Scharlé explained we have placed funds aside in the past for significant maintenance items that were not anticipated in the annual budget. (i.e. the PVS chiller that we are experiencing now) In the event that funds are available at year-end, we contribute funds to this reserve.

Dr. Peretti explained there are restrictions on what these funds can be utilized for and are not to replace normal operating costs.

**XIV. Recess into Executive Session:**

**RESOLUTION:** To enter into Executive Session at 7:28 p.m.

Motion: Mr. Bright  
Roll Call: Voice

Second: Mrs. Straccialini  
Carried: Yes

**XV. Out of Executive Session:**

**RESOLUTION:** To return to Regular Session at 7:40 p.m.

Motion: Mr. Bright  
Roll Call: Voice

Second: Mrs. Bowen  
Carried: Yes

**Motion:** To approve the employment of S.G. as a Teacher for the 2023-24 school year contingent upon personnel changes discussed in Executive Session. Salary established at BA, Step 10 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.

Motion: Mrs. Bowen  
Roll Call: (5-0)

Second: Mrs. Williams  
Carried: Yes

**XVI. Adjournment:**

There was no further business at this time. A motion was made to adjourn at 7:41 p.m.

Motion: Mr. Bright  
Roll Call: Voice

Second: Mr. DiBacco  
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé  
Board Secretary