

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

**REGULAR MEETING
SEPTEMBER 25, 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	Mrs. Shannon Williams
Mr. Louis DiBacco (<i>absent</i>)	

Others Present:

Dr. Missy Peretti, Superintendent of Schools and Mr. Robert Scharlé, School Business /Administrator.

III. Flag Salute:

Led by Stacey Muscarella, Board President of the Harrison Township Board of Education.

IV. President's Welcome:

Report and Public Hearing on the 2022-2023 Student Safety Data System Overview

Dr. Peretti provided a report on the 2022-23 Student Safety Data System Overview

- Includes violence and vandalism
- Includes HIB report and outcomes in each building
 - For the 2022-23 school year
 - This data is sent to the State
- Small number of incidents in each building

- Reviewed the number of categories in detail

HTS

- 0 - violence and vandalism
- 12 - removal from classroom

PVS

- 2 - violence and vandalism
- 2 - HIB reports
- 0 - removal from classroom

Open Public Hearing

There were no comments.

Closed 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 August 21, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

Motion: Mr. Bright
Roll Call: (7-0-1)
Abstained: Ms. Clark

Second: Mrs. Williams
Carried: Yes

VII. Committee Reports:

1. Standing Committees
 - a. Finance – Walter Bright (None at this time.)
 - b. Curriculum – Stacey Muscarella (None at this time.)
 - c. Personnel – Shannon Williams (None at this time.)
 - d. Negotiations – Jennifer Bowen (None at this time.)
 - e. Board Development – Marissa Straccialini (None at this time.)
2. Ad Hoc Committees
 - f. Public Relations – Cristie Clark (None at this time.)
 - g. School Safety – Cristie Clark (None at this time.)
 - h. Shared Services – Sean Henderson (None at this time.)
 - i. Transportation – Janette Coslop (None at this time.)
3. Delegate/Representative Reports (None at this time.)

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

1. Letter from Melinda Gerkens received August 23, 2023 re: resignation.
2. Email from Julia Neiheiser received September 21, 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 List for August 2023. (**Attachment: Fin. #1**)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 2023. The Cash Reconciliation Report and Secretary's Reports are in agreement for the month of August 2023. (**Attachment: Fin. #2**)
3. Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 for the month of August 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. August 2023 Ratified Bill List \$632,816.19 (**Attachment: Fin. #6a**)
 - b. September 2023 Bill List \$537,616.93 (**Attachment: Fin. #6b**)
7. Approval of the 2023-2024 Nonpublic Security Program Agreement with Friends School (Nonpublic School). (**Attachment: Fin. #7**)
8. Approval to withdraw additional funds from the Maintenance Reserve for the repair of the compressor unit in the Pleasant Valley School chiller for an increased amount of \$70,000.00 and \$12,816.00 to replace backflow preventer at the Pleasant Valley School. (**Attachment: Fin. #8**)

Mr. Scharlé explained that we were able to get temporary chillers working at PVS on Friday, September 1st. We currently have that rental until September 28, 2023; however, I was notified by Tri-State that they will not be in PVS to start rebuilding the PVS chiller compressor until October 16, 2023. Therefore, we will need to rent the temporary chiller for another month at approximately \$28,000 per month. We could have a fall warm spell. Additionally, we need to install a backflow preventer at PVS.

Motion: Mr. Henderson
Roll Call: (8-0)

Second: Ms. Clark
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 Melinda Gerkens, Fifth Grade Teacher at Pleasant Valley School, retroactively effective August 23, 2023.

Dr. Peretti acknowledged Lindy Gerkens as a fifth grade teacher here at PVS for 15 years.

2. Acceptance of the resignation of Natalie Sharkey, Part-Time General Aide at Pleasant Valley School, effective September 1, 2023.

Dr. Peretti acknowledged Natalie Sharkey as a general aide at PVS for 12 years and will now be a substitute teacher at HTS.

3. Acceptance of the resignation of Julia Neiheiser, Long-term Substitute Teacher at Pleasant Valley School, effective within 30 days or as soon as a replacement is secured.

Dr. Peretti acknowledged Julia Neilheiser as a long-term substitute teacher. Julia secured a permanent position in another district.

Dr. Peretti wished them all well in their future endeavors.

4. Approval of the employment of Erika Mainart, of Mullica Hill, NJ, as Part-Time Nurse's Aide at Harrison Township School, effective September 26, 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., pending receipt of required clearances. (**Attachment: Pers. #4**)

5. Approval of the voluntary transfer of Sharon Carlo, Part-time General Aide at Pleasant Valley School from 2.75 hours/day to 5.0 hours/day retroactively effective September 7, 2023.

6. Approval of the employment of Veronica Poma, of Monroeville, NJ, as Part-time General Aide for 2.75 hours/day at Pleasant Valley School, effective September 26, 2023 through June 30, 2024 with salary established at Step 1 (\$15.00/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 voluntary, temporary transfer of Stephanie Dougherty, current General Aide, to Long-term Secretary at Pleasant Valley School during the intermittent leave of Cathy Porter, effective September 26, 2023 at a salary of \$16.00 per hour in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.

8. Approval of the voluntary, temporary transfer of Marcela Drissel, Part-time General Aide at Pleasant Valley School from 2.75/hours day to 5.0 hours/day effective September 26, 2023 through June 30, 2024.

9. Approval of the employment of Susan Williams, of Wenonah, NJ, as contracted Bus Driver for the District (\$27.00 per hour/4 hours per day), effective September 26, 2023 through June 30, 2024, pending receipt of required clearances.

10. Approval of the following staff members in the stipend positions listed below, effective September 1, 2023 through June 30, 2024, with a stipend to be determined in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E.:
 - a. Public Relations Building Liaison, HTS – Kim Cinaglia
 - b. Public Relations Building Liaison, PVS – Natalie Markey
 - c. 504 Coordinators, HTS – Heather Schank & Jean Marie Sutton
 - d. 504 Coordinator, PVS – Heather Schank & Chelsea Nelson
 - e. I&RS Coordinators, HTS – Heather Schank & Jean Marie Sutton
 - f. I&RS Coordinator, PVS – Adrienne McGovern
 - g. Student Council Advisors, PVS – Christie Mamaluy & Meghan Hack
 - h. Circle of Friends Advisor, HTS – Nicole Grieb
 - i. Circle of Friends Advisor, PVS – Heather Leonardi
 - j. School Band Director, PVS – Albert Bader
 - k. Safety Patrol Coordinators, PVS – Deneen Dougherty & Michael Brodzik

11. 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:

Christy Aponte - Teacher	Julie Grant – General Aide
Jennifer McIntosh - Nurse	Natalie Sharkey - Teacher
Brianna Maiden - Custodian	

Motion: Mrs. Williams	Second: Mrs. Coslop
Roll Call: (8-0)	Carried: Yes

B. Education

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

1. Approval of Student #23001 to attend Bankbridge, Deptford, NJ for the 2023-2024 school year at the rate of \$64,080.00.

 2. Approval of Student #24169 to attend Bankbridge, Deptford, NJ for the 2023-2024 school year at the rate of \$41,850.00, plus a one-on-one aide at a cost of \$41,850.00.

 3. Approval of Student #27000 to attend Bankbridge, Deptford, NJ for the 2023-2024 school year at the rate of \$41,850.00, plus a one-on-one aide at a cost of \$41,850.00.
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| Motion: Mrs. Bowen | Second: Mrs. Straccialini |
| Roll Call: (8-0) | Carried: Yes |

C. Administration

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

1. 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.
2. 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
3. Approval of the reimbursement of graduate tuition cost to Oliva Langerhans following successful completion of the following courses through Rowan University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
 - a. Leadership for Social Justice – September 23, 2023 through October 30, 2023 - \$2,940.90
 - b. Inquiry/Theory to Practice – October 31, 2023 through December 25, 2023 - \$2,940.90
4. Approval of the completion and implementation of the Harrison Township District Threat Assessment Handbook, including the PVS Threat Assessment Team and HTS Threat Assessment Team.
5. Approval of Dr. Missy Peretti as the district Affirmative Action Officer for the 2023-2024 school year.
6. Approval of Dr. Missy Peretti, Lisa Heenan, Robert Scharlé, Diane Eisenhart, and Lori Hynes as District Affirmative Action Team Members for the 2023-2024 school year.
7. Approval of the completion and implementation of the 2023-2024 Harrison Township School District Safety and Security Plans in consultation with law enforcement, health, social service, and emergency management agencies and other community members, including parents.
8. Approval of the completion and submission of the School Safety and Security Plan Annual Review Statement of Assurance for the 2023-2024 school year.
9. Approval of the classroom observation placement of Emmie Moran, Rowan University Senior, with Nancy Moran date to be determined during the 2023-224 school year.
10. Approval of Teddy Bear Clinics assembly for Kindergarten students October 30, November 1, and November 3, 2023.

11. Approval of the following Pre-School field trips for the 2023-2024 school year:
 - a. Duffield's Farm Market in Sewell, NJ
12. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Harrison Township School – September 15, 2023 (PM)
 - 2) Pleasant Valley School – September 19, 2023 (AM)
13. Acknowledgement of the completion and submission of the Written Indoor Air Quality Program.

Motion: Mr. Bright Second: Mrs. Coslop
 Roll Call: (8-0) Carried: Yes

D. Policy

None

E. Transportation

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

1. Approval of Joint Transportation Agreement with Clearview Regional High School District to provide transportation for Student #23001 and Student #24169 to Bankbridge Elementary in Deptford, NJ on bus route CBBB for the period of September 7, 2023 through June 18, 2024 at a cost of \$27,322.20.

Motion: Ms. Clark Second: Mr. Henderson
 Roll Call: (8-0) Carried: Yes

F. Buildings & Grounds

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

1. Approval of the submission of the Comprehensive Maintenance Plan to the Gloucester County Office of the Department of Education. (**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>
Boy Scouts	HTS Activity Center	Meetings
Girl Scouts	HTS Activity Center	Meetings
Casey Heitman - (Basketball Clinics)	PVS Gym	Basketball
PV Fit	PVS Gym	Youth Fitness Class

Motion: Mrs. Straccialini Second: Mrs. Bowen
 Roll Call: (8-0) Carried: Yes

XI. New Business:

Mr. Scharlé reported that it was requested that we sponsor a hole at the PTA golf outing that was scheduled for today. The Board agreed to the sponsorship as we have done so in the past.

XII. Old Business:

Mr. Scharlé reported that our grant for HVAC controls at HTS was approved by the State. We can anticipate receiving a Preliminary Estimated Cost (PEC) letter within the next month and then a Final Estimated Cost (FEC) letter soon thereafter. We will then be able to go to bid and hopefully have this work done in the summer of 2024. The grant is for 40% of the final cost.

XIII. Audience Participation II:

Andrea Schwartz - Mother of 3rd grader and 5th grader

- She is a Nutritionist
- Concerned about the 20-minute lunch and recess periods
- Concerned that by the time the students get to the cafeteria and get in line, they really only have 10 minutes to eat their lunch
- Increased time to digest their food would increase test scores
- Provided additional statistics for a longer lunch
- Possibly stagger recess for a longer lunch
- School performance issue

XIV. Adjournment:

There was no further business. There was a motion to adjourn at 7:24 p.m.

Motion: Mr. Henderson
Roll Call: Voice

Second: Mr. Bright
Carried: Yes

Respectfully Submitted,

Robert E. Scharlé
Board Secretary