

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, December 18, 2023 – 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, December 18, 2023.

**II. Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:**

1. Presentation to Cristie Clark for her service to the Board
2. Presentation to Sean Henderson for his service to the Board
3. Mid-Year Budget Review

- 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 November 20, 2023 Regular and Executive Sessions of the Board of Education Meeting. (*Attachment: Min. #1*)

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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 – Marissa Straccialini
- 2. Ad Hoc Committees
  - f. Public Relations – Cristie Clark
  - g. School Safety – Cristie Clark
  - h. Shared Services – Sean Henderson
  - i. Transportation – Janette Coslop
- 3. Delegate/Representative Reports (if any)

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

- 1. Letter from Christine Rivera received December 11, 2023 re: leave of absence.

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

- A. Finance

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

- 1. Appropriation Adjustment List for November 2023. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of November 2023. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of November 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. November 2023 Ratified Bill List \$1,727,742.83 (*Attachment: Fin. #6a*)
  - b. December 2023 Bill List \$289,489.70 (*Attachment: Fin. #6b*)
7. Consolidated Food Service Report for September 2023. (*Attachment: Fin. # 7*)
8. Acceptance of the Final Eligible Cost (FEC) determination for a ROD Grant in the amount of up to \$226,844.80 (40%) with an estimated local share of \$340,267.20 (60%) to replace the HTS HVAC Controls Building Management System. (*Attachment: Fin. #8*)
9. Authorizing the awarding of a contract for architectural professional services to RYEBREAD Architects for the ROD Grant Project to replace the HTS Building Management System and chargeable to the ROD Grant in the amount of \$90,950.00 (Includes preparation of bid specifications, School Development Authority (SDA) grant compliance, etc.) – Charged to the ROD Grant. (*Attachment: Fin. #9*)
10. Authorization to advertise for bids for installation of HVAC controls at the Harrison Township Elementary School (HTS).

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ Stacey Muscarella

**X. Superintendent’s Report:**

A. Personnel

The Superintendent recommends to the Board of Education the approval of the following action items:

1. Approval of a leave of absence for Christine Rivera beginning January 2, 2024 through June 30, 2023, utilizing accumulated sick days concurrent with FMLA, with the anticipated return date of September 1, 2024.
2. 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. Jennifer Kotzen
  - b. Christa Glaze

3. 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:

Ashley Sabath - Teacher	Sarah DeAngelo - Teacher
Peter Giancola – Bus Driver	Sofia Urzillo - Teacher
Kimberly Ghedine – Bus Driver	

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Seam Henderson	_____ Stacey Muscarella

**B. Education**

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

1. Approval of the acceptance of a foster Kindergarten student #30174 from Washington Township for a pro-rated tuition revenue of \$11,305.00 for the 2023-2024 school year.

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ Stacey Muscarella

**C. Administration**

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

1. Authorizing the award of a contract for professional services for the remainder of the 2023-2024 school year commencing January 1, 2024 without competitive bidding.
  - 1) Board Solicitor: Michael Pattanite, Esquire of Lenox, Socey, Formidoni, Giordano, Lang, Carrigg & Casey.
2. Approval of Jean Marie Sutton and Heather Schank to attend *NJSCA Winter Conference* at Rowan University on January 5, 2024 at a cost of \$35.00 each plus mileage reimbursement.
3. Approval of Heather Schank to attend the following online courses through Teaching Strategies available at no cost:
  - a. *Educating Yourself and the Field about Trauma and Its Impact*
  - b. *Everyday Decisions: Empowering Children’s Decision Making*
  - c. *Everyday Amazing: Understanding Behavior and Supporting Positive Interactions*
  - d. *Mitigating the Impact of Trauma and Adverse Childhood Experiences: Innovative Support for Building Trauma-Sensitive Classrooms with Noni*
  - e. *Mitigating the Impact of Trauma and Adverse Childhood Experiences: The Critical Importance of Self-Care for Teachers*

4. Approval of the reimbursement of graduate tuition cost to Brianna Damminger following successful completion of the following courses through Walden University, according to terms in the negotiated agreement, requested amounts stated, with reimbursement June 2024:
  - a. Geometric Thinking and Measurement – January 2024 through February 2024 - \$1,914.00
  - b. Data, Probability and Statistical Reasoning – March 2024 through April 2024 - \$1,914.00
  
5. Approval for Sarah Ferrari to share Hanukkah Experiences in Mrs. Melchiore/Wells classroom.
  
6. Acknowledgement of safety drills conducted in the district schools:
  - a. Fire Drill
    - 1) Harrison Township School – November 17, 2023 (AM)
    - 2) Harrison Township School – December 12, 2023 (AM)
  - b. Lockdown Drill
    - 1) Pleasant Valley School – November 17, 2023 (AM)
    - 2) Harrison Township School – December 11, 2023 (PM)
  - c. AED Drill
    - 1) Harrison Township School – December 5, 2023 (AM)
    - 2) Pleasant Valley School – December 11, 2023 (PM)

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ Stacey Muscarella

F. Buildings & Grounds

It is recommended that the Board of Education 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>
Harrison Twp. Equity Committee	PVS Cafeteria	Day of Service
PV Fit	PVS Gym	Youth Fitness Program

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

**Roll Call:**

_____ Jennifer Bowen	_____ Janette Coslop	_____ Marissa Straccialini
_____ Walter Bright	_____ Louis DiBacco	_____ Shannon Williams
_____ Cristie Clark	_____ Sean Henderson	_____ 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:** \_\_\_\_\_