

HARRISON TOWNSHIP SCHOOL DISTRICT
MULLICA HILL, NEW JERSEY

BOARD OF EDUCATION REGULAR MEETING

Monday, September 24, 2018 - 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, the Harrison Township Board of Education has caused notice of the meeting 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 and the South Jersey Times newspaper.

The Regular Meeting of the Harrison Township Board of Education will be called to order at _____ p.m. on Monday, September 24, 2018.

II. **Roll Call:**

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ 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 minutes of the following meetings:

1. Approval of minutes of the August 20, 2018 Regular Session of Board of Education Meeting. (*Attachment: Min. #1*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

VII. Committee Reports

1. Standing Committees
 - a. Finance – Joe Schwab
 - b. Curriculum – Stacey Muscarella
 - c. Personnel – Shannon Williams
 - d. Negotiations – Kristin DeSimone
 - e. Board Development – Mark Sterling
2. Ad Hoc Committees
 - f. Public Relations – Cristie Clark
 - g. School Safety – Stephen Houpt
 - h. Shared Services – Stephen Houpt
 - i. Transportation – Walter Bright
3. Delegate/Representative Reports (if any)

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

1. Letter from Colleen Clement received August 28, 2018 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 July and August 2018.
(*Attachment: Fin. #1a & 1b*)
2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the months of July and August 2018. The Cash Reconciliation Report and Secretary’s Report are in agreement for the months of July and August 2018.
(*Attachment: Fin. #2a & 2b*)
3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the months of July and August 2018. 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 2018 Ratified Bill List \$489,186.87 (*Attachment: Fin. #6a*)
 - b. August 2018 Ratified Bill List \$617,447.44 (*Attachment: Fin. #6b*)
 - c. September 2018 Bill List \$670,100.70 (*Attachment: Fin. #6c*)
 - d. September 2018 Capital Bill Project Bill List \$536,953.18 (*Attachment: Fin. #6d*)
 - e. September 2018 Bill List #2 \$12,546.12 (*Attachment: Fin. #6e*)
7. Approval required by the 2018-19 Nonpublic Technology Program of the Assurance that the Harrison Township School District will not reimburse the Friends School (Nonpublic School) directly. Gloucester County Special Services School District (GCSSD) will purchase the equipment order for the Friends School.
8. Approval of the 2018-19 Nonpublic Technology Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #8*)
9. Approval for Gloucester County Special Services School District to provide Nonpublic Nursing Services for students enrolled in a nonpublic school within Harrison Township for the 2018-19 school year and the Rationale for Distribution of Funds.
10. Approval of agreement and resolution with Gloucester County Special Services School District to provide Nonpublic Chapter 192 & 193 Services for the 2018-19 school year to the students enrolled in nonpublic schools located in our school district.
11. Approval of the 2018-19 Nonpublic Security Program Agreement with Friends School (Nonpublic School). (*Attachment: Fin. #11*)
12. Approval to withdraw funds from the Maintenance Reserve for unanticipated driveway sub-base repairs in the amount of \$33,321.18. (*Attachment: Fin. #12*)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ 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 Colleen Clement, Special Education Teacher at Harrison Township School, effective September 1, 2018.
2. Acceptance of the resignation of John Ambacher, Grade Five Teacher at Pleasant Valley School, effective September 1, 2018 (as per correspondence received August 31, 2018).
3. Acceptance of the resignation of Michelle Cesaro, Special Education Aide at Pleasant Valley School, effective August 23, 2018 (as per voicemail received August 22, 2018).
4. Acceptance of the resignation of Stephanie Clowney, General Aide at Pleasant Valley School, effective September 6, 2018 (as per email received September 4, 2018).
5. Retroactive approval of the employment of Sarah McCafferty of Mullica Hill, as Special Education Teacher at Harrison Township School, effective September 1, 2018 through June 30, 2019, with a salary at BA, Step 1 (\$50,535.00) plus benefits, as established in accordance with the 2016-2019 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 Karen Clemmenson, current substitute teacher, as part-time special education aide effective October 15, 2018 through June 30, 2019 at Step 1 (\$17.05 per hour) as established in accordance with the 2016-2019 contract between H.T.E.A. and H.T.B.O.E.
7. Approval of the employment of Patricia Cinko, current 2.75 hour General Aide, as 5.0 hour General Aide at Pleasant Valley School, effective September 25, 2018 through June 30, 2019 as response to student need.
8. Approval of the employment of Linda Pennypacker, current substitute aide, as 2.75 hour General Aide at Pleasant Valley School, effective September 25, 2018 through January 30, 2018 at Step 1 (\$11.90 per hour) as established in accordance with the 2016-2019 contract between H.T.E.A. and H.T.B.O.E.
9. Approval of the following staff members in the stipend positions listed below, effective September 1, 2018 through June 30, 2019, with a stipend established at \$1,000.00 each:
 - a. Public Relations Building Liaison, HTS – Michelle DeLorenzo
 - b. Public Relations Building Liaison, PVS – Cathy Porter
 - c. 504 Coordinators, HTS – Jean Marie Sutton and Heather Schank
 - d. 504 Coordinator, PVS – Linda Ott
 - e. I&RS Coordinator, HTS – Jean Marie Sutton
 - f. I&RS Coordinator, PVS – Kate Linnehan
10. Approval of Christie Mamaluy and Chelsea Azzari as Student Council Advisors at Pleasant Valley School, effective September 1, 2018 through June 30, 2019, with a stipend established at \$750.00 each.

11. Approval of Laura Richardson (PVS) and Nicole Grieb (HTS) as Circle of Friends Advisors, effective September 1, 2018 through June 30, 2019, with a stipend established at \$550.00 each.
12. Approval of Nate Kahn as School Band Director at Pleasant Valley School, effective September 1, 2018 through June 30, 2019, with a stipend established at \$2,400.00.
13. Approval of Brian Gray as School Detention Monitor at Pleasant Valley School, as needed throughout the 2018-2019 school year at the contractual, hourly, student contact time rate.
14. Approval of Jennifer Boston and Alexis Manzo as Odyssey of the Mind coaches at Pleasant Valley School for student participants, effective September 1, 2018 through June 30, 2019, as needed throughout the year at the contractual, hourly, student contact time rate.
15. Approval of Karl Hedenberg and Krissy Love as Safety Patrol Coordinators at Pleasant Valley School, effective September 1, 2018 through June 30, 2019, with a stipend established at \$300.00 each.
16. Approval of Diane Eisenhart as Head Teacher at Pleasant Valley School, effective September 1, 2018 through June 30, 2019, with a stipend established at \$1,000.00.
17. Approval of the employment of William Allen, current substitute transportation aide, as a contracted transportation aide, effective September 25, 2018 through June 30, 2019, at the current first-year rate of \$10.00 per hour.
18. Approval of the employment of Richard McGee, current substitute transportation aide, as a contracted transportation aide, effective September 25, 2018 through June 30, 2019, at the current first-year rate of \$10.00 per hour.
19. Approval of the employment of the following as substitutes for the district on an as-needed basis, effective through June 30, 2019, at the currently-approved hourly and daily rates, pending receipt of required clearances:
 - a. Deborah Carson – Teacher
 - b. Rebecca Mallery – Teacher
 - c. Michaela Counselor – Teacher
 - d. Richenda Stallard – Teacher & Aide
 - e. Jessica Caucci – Teacher
 - f. Michelle Fiordaliso – Teacher
 - g. Kristen DiMatteo – Teacher
 - h. Kathleen Brown – Teacher
 - i. Melodie Norton – Teacher
 - j. Sarah Lessman – Teacher
 - k. Susan Washburn – Teacher
 - l. Adrienne Meader – Teacher
 - m. Jen Andiorio – Teacher
 - n. Donna Amira – Teacher
 - o. Nichole Camp – Teacher
 - p. Shane Walsh – Teacher
 - q. Kathleen Weiss – Teacher
 - r. Caitlyn Czajkowski – Aide
 - s. Christina Czajkowski – Aide
 - t. Rose Rainas – Aide
 - u. Robin Edelson – Trans. Aide
 - v. Sharon Flamini – Trans. Sec. & Aide

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

B. Education

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:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

C. Administration

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

1. Approval of Lori Hynes to attend *The New Jersey Association of Learning Consultants Fall Symposium 2018* on October 18-19, 2018 in Somerset, NJ at a cost of \$255.00 plus mileage reimbursement.
2. Approval of Jennifer Hackett-Slimm to attend *School Safety Specialist Academy, Gang Training & Suspicious Activity Sessions* on Tuesday, October 2, 2018 in Hamilton NJ at no cost, mileage reimbursement only.
3. Approval of AnnaLisa Rodano to attend *McKinney-Vento Homeless Education 101: An Introduction and Overview* on October 1, 2018 in Sewell at no cost.
4. Approval of Chad Flexon to attend *Handle with Care Training* on October 18, 2018 in Vineland, NJ at a cost of \$450.00 plus mileage reimbursement.
5. Approval of Jennifer Boston to attend *Online Tools for the Busy Classroom Teacher* on December 13, 2018 in Mullica Hill at a cost of \$139.00 plus mileage reimbursement.
6. Approval of Jacqueline Sanders and Lisa Hardman to attend *Co-Teaching: Why and How?* On September 27, 2018 in Mullica Hill at a cost of \$139.00 each plus mileage reimbursement.
7. Approval of the following to attend *#rewire: Global Learning Experience* on October 5, 2018 in Tabernacle, NJ at no cost. Mileage reimbursement only:

a. Taylor Johnson	b. Ashley Corey
c. Lori Johns	d. Kate Linnehan
e. Kim Hood	f. Christie Mamaluy
g. Jennifer Hackett-Slimm	h. AnnaLisa Rodano
8. Approval of the following to attend *#rewire: Global Learning Experience* on October 6, 2018 in Tabernacle, NJ at no cost. Mileage reimbursement only:

a. Andrew Davis	b. Chad Flexon
c. Colleen Hayes	d. Laura Sabatano
e. Kelly Ferrara	f. Olivia Langerhans
g. Jennifer Hackett-Slimm	h. AnnaLisa Rodano
9. Approval of Linda Ott to attend *Mindfulness in Society* in Concord, NH on September 8, 2018 at no cost or mileage reimbursement.

10. Approval of the following to attend *STEAM Tank Finals* on October 24, 2018 in Atlantic City, NJ at no cost. Mileage reimbursement only:
 - a. Chad Flexon
 - b. Laura Richardson
 - c. Chrissy Rivera
11. Approval of Chrissy Rivera and Annamarie Mason to attend *Culturally Relevant Instruction* on October 5, 2018 in Monroe Township at a cost of \$149.00 each plus mileage reimbursement.
12. Approval of Heather Leonardi to complete online Wilson Language Training at a cost of \$610.00.
13. Approval of the placement of Barbara Ruiz as mentor teacher to Sarah McCafferty at Harrison Township School for a period of 30 weeks during the 2018-2019 school year under the auspices of the New Jersey Provisional Teacher Program.
14. Approval of the following student field trips during the 2018-2019 school year:
 - a. Pre-Kindergarten classes to:
 1. Creamy Acres in Mullica Hill on October 23, 2018.
 2. Amish Market in Mullica Hill on November 15, 2018.
 - b. Kindergarten classes to:
 1. Mood's Farm Market in Mullica Hill on October 1, 2018.
 2. Mullica Hill Police Station in January 2019.
 3. Gloucester County Library (walking trip) in Spring 2019.
 4. Mullica Hill Post Office in Spring 2019.
15. Approval of the reimbursement of graduate tuition cost to Michelle Mangaro following successful completion of the following courses through Rowan Global, per the 2016-2019 agreement between H.T.E.A. and H.T.B.O.E., requested as amounts stated, with reimbursement June 2019:
 - a. Seminar and Research in Reading – September 2018 through December 2018 - \$1,995.00.
16. Approval of the reimbursement of tuition cost to Raymond Meyers following successful completion of the following courses through Rutgers University, requested amounts as stated:
 - a. Structural and Mechanical Systems – November 2018 - \$498.00
17. Approval to use Clearview High School as an emergency evacuation/reunification site, if necessary, for the 2018-19 school year.
18. Acknowledgement of safety drills conducted in the district schools:
 - a. Fire Drill
 - 1) Pleasant Valley School – September 7, 2018 (AM)
 - 2) Harrison Township School – September 19, 2018 (AM)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ 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:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

E. Transportation

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

1. Approval of Joint Transportation Agreement for Bus Route SH-1 with South Harrison Township Board of Education to provide transportation for ten (10) students to the South Harrison Elementary School for the period of September 5, 2018 through June 20, 2019 for a revenue of \$46,000.00. (**Attachment: Trans. #1**)
2. Approval of Joint Transportation Agreement for Bus Route ESY 18-5 with Clearview Regional High School District to provide transportation for one (1) student to the Sebarer School located in Vineland, New Jersey for the period of July 9, 2018 through August 2, 2018 for a revenue of \$2,160.00. (**Attachment: Trans. #2**)
3. Approval of Joint Transportation Agreement for Bus Route V-1 with Clearview Regional School District to provide transportation for one (1) student to the Veterans Memorial School located in Vineland, New Jersey for the period of September 6, 2018 through June 18, 2019 for a revenue of \$19,000.00. (**Attachment: Trans. #3**)
4. Approval of Joint Transportation Agreement with Gateway Regional High School District to provide transportation for Student #23194 to LARC School in Bellmawr, New Jersey on Bus Route GWS-3 for the 2018-19 school year from September 4, 2018 through June 30, 2019 at a cost of \$17,022.60. (**Attachment: Trans. #4**)

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

F. Buildings & Grounds

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

1. Approval of Change Order #4 for the HTS Roof Project in the amount of \$4,843.19 to add an additional roof hatch to the K-2 Gym area. *(Attachment: B&G #1)*
2. Approval of Change Order #1 for the PVS Visitor Entrance Project in the amount of \$4,197.50 to remove and replace a portion of the existing concrete sidewalk at the front of the school. *(Attachment: B&G #2)*
3. Approval of the submission of the Comprehensive Maintenance Plan to the Gloucester County Office of the Department of Education. *(Attachment: B&G #3)*
4. Approval of the following groups to utilize the facilities for the 2018-19 fiscal year at outlined below:

<u>Name</u>	<u>Location</u>	<u>Type of Use</u>
Boy Scouts of America	HTS Activity Center	Meetings
Girl Scouts	PVS Café	Meetings
PVFit – Brian Gray	PVS Gym	Fitness Classes
HTYB	PVS Gym	Basketball
PTA	PVS Café	Meeting
Clearview Cheerleading	PVS Café	Practice

MOTION TO APPROVE: _____ **SECOND:** _____

Roll Call:

_____ Walter Bright	_____ Stephen Houpt	_____ Theresa Vaites
_____ Cristie Clark	_____ Joseph Schwab	_____ Shannon Williams
_____ Kristin DeSimone	_____ Mark Sterling	_____ Stacey Muscarella

XI. New Business

1. Eutopia Article
2. Homework Hiatus
3. Branding Committee
4. Playground
5. Community 911 Memorial Dedication

XII. Old Business

1. Wellness Grant Program – Biometric Screening follow-up

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, September 24, 2018 - 7:00 PM

EXECUTIVE SESSION AGENDA

Items to be discussed:

1. Personnel
2. Litigation