

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, July 24, 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, July 24, 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:**

**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 June 12, 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. Email from Chelsey Venuto received June 19, 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. 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 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 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  
 Mary Holliday – Teacher  
 Lisa Eivich – Teacher  
 Kylee Hynes – Teacher & Aide  
 Linda Pennypacker - Aide

Andrea Bramblett – Teacher  
 Brianna Hope - Teacher  
 Denise Reamer – Teacher  
 Courtney Branco – Nurse

**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 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 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. Approval of the completion of the Annual Superintendent Performance Evaluation and review of the Superintendent's five-year Professional Development Plan, as required.
2. Acknowledgement of the completion of the required Administration Performance Evaluations and review of Smart Goals and SGO data.
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  
Angela Dubrow

Jennifer Culling  
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

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

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.
- 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 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. 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**)

**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. 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 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>
Boy Scouts	PVS Cafeteria	Meetings
Girl Scouts	PVS Cafeteria	Meetings

**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:** \_\_\_\_\_

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY**

**BOARD OF EDUCATION REGULAR MEETING**

**Monday, July 24, 2023 – 7:00 PM**

AGENDA – Closed Session

1. Litigation