

**HARRISON TOWNSHIP SCHOOL DISTRICT  
MULLICA HILL, NEW JERSEY  
BOARD OF EDUCATION REGULAR MEETING  
Monday, October 23, 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, October 23, 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:**

NJSLA Annual Score Report

- 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 September 25, 2023 Regular Session 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 Nicole LaBuono received October 16, 2023 re: leave of absence.
- 2. Email from Bernadette Mease received October 19, 2023 re: retirement.

**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 September 2023. (*Attachment: Fin. #1*)
- 2. Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 2023. The Cash Reconciliation Report and Secretary’s Reports are in agreement for the month of September 2023. (*Attachment: Fin. #2*)
- 3. Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of September 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. September 2023 Ratified Bill List \$1,958,726.72 (*Attachment: Fin. #6a*)
  - b. October 2023 Bill List \$253,965.41 (*Attachment: Fin. #6b*)
7. Approval of the 2024-2025 Budget Calendar. (*Attachment: Fin. #7*)
8. Approval of the agreement for Gloucester County Special Services School District to provide nonpublic services for Chapters 192 and 193 for the 2023-2024 school year to the students enrolled in nonpublic schools located in our school district.

**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 the leave of absence of Nicole LaBuono, Administrative Assistant to the CAO, effective November 13, 2023 utilizing 21 accumulated days concurrent with FMLA continued with an unpaid leave under NJFLA through April 30, 2024 with an anticipated return date of May 1, 2024.
2. Acceptance of the retirement of Bernadette Mease, First Grade Teacher at Harrison Township School, effective November 30, 2023.
3. Approval of the employment of Laura Wygant, of Mullica Hill, as First Grade Teacher at Harrison Township School effective as soon as possible through June 30, 2024 pending receipt of required clearances and contractual obligations with salary established at MA, Step 9 (\$70,186.00 pro-rated) plus benefits, in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E. (*Attachment: Pers. # 3*)
4. Approval of the employment of Julie Grant, current Substitute Aide, as Part-time (2.75 hour/day) General Aide at Pleasant Valley School, effective October 24, 2023 through June 30, 2024 at Step 1 (\$15.00/hour) in accordance with the 2022-2025 contract between H.T.E.A. and H.T.B.O.E. (*Attachment: Pers. #4*)
5. Approval of Tina Heil in the stipend position of Homeless Liaison, effective September 1, 2023 through June 30, 2024, with a stipend established at \$1,033.00.

6. Approval of Kim Cinaglia (HTS) and Natalie Markey (PVS) in the stipend position of Public Relation Liaison, effective September 1, 2023 through June 30, 2024, with a stipend established at \$1,035.00 each.
7. 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:
 

Gavin Hartman - Teacher	Theresa Sandone – Transportation Aide
Danielle Napoli - Teacher	Michelle Bloor - Teacher
Jacqueline Constantine - Teacher	Julia Caira - Teacher
Daniella Paterno - Teacher	Caitlyn Czajkowski - Aide

**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. 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

**C. Administration**

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

1. Approval of Robert E. Scharlé to attend the *2023 Rutgers Governmental Accounting & Auditing Update Webinar* on November 30, 2023 at a cost of \$150.00 (needed as part of required CPE hours to retain CPA license).
2. Approval of Lori Hynes to attend *Legal One: Attendance, Residency, and Homelessness Issues* in Monroe Township, NJ on October 24, 2023 at a cost of \$125.00.
3. Approval of Lori Hynes to attend a virtual training *Unraveling and Leading with Your Special Education Data* on November 14, 2023 at a cost of \$100.00.
4. Approval of Lori Hynes to attend *Special Education Directors Toolkit* in Monroe Township, NJ on November 17, 2023 at no cost.
5. Approval of Michelle Giuliano to virtually attend the 2023 WRS Certified Teacher Conference at a cost of \$399.00.

6. Approval of Nancy Moran to virtually attend *NAEA Convention* offered April 2024 through August 2024 at a cost of \$130.00.
7. Approval of Kathy Lewin to attend *NJASL Fall Conference* in Atlantic City on December 4-5, 2023 at a cost of \$250.00 (member cost) plus mileage reimbursement.
8. Approval of Tracy Beyrodt to attend *NJASL Fall Conference* in Atlantic City on December 4-5, 2023 at a cost of \$350.00 (non-member cost) plus mileage reimbursement.
9. Approval of Lisa Schreyer to virtually attend *The Writing Revolution – Advancing Thinking through Writing K-2 Fall Series* on October 17 & 24, 2023 and November 7 & 28, 2023 at a cost of \$840.00.
10. Approval of Lisa Schreyer to virtually attend *The Writing Revolution – Leading the Revolution: School & District Admin Workshop* on October 19, 2023 and November 9, 2023 at a cost of \$350.00.
11. Approval of the following field trips for the 2023-2024 school year:
  - a. Pre-K classes to Top Sports at William Wilt Soccer Complex
  - b. Kindergarten classes to Storybook Land
  - c. Kindergarten classes to the Mullica Hill Police Station
  - d. First Grade classes to the Philadelphia Zoo
  - e. Second Grade classes to the Franklin Institute
  - f. Second Grade classes to the Mullica Hill Historical Society
  - g. Third Grade classes to the Adventure Aquarium
  - h. Third Grade classes to the Edelman Planetarium at Rowan University
  - i. Third Grade classes to visit PVS
  - j. Fourth Grade classes to Woodford Cedar Run Wildlife Refuge in Medford
  - k. Fourth Grade classes to Battleship NJ in Camden
  - l. Fifth Grade classes to the Franklin Institute
  - m. Fifth Grade classes on a Walking Tour of Historic Philadelphia
  - n. PVS MSD class to Shoprite of Center Square Plaza
12. Acknowledgement of a Bus Evacuation Drill at Pleasant Valley School on September 27, 2023 at 2:10pm supervised by Karen Russo, Principal. All busses, drivers and aides were in participation.
13. Acknowledgement of safety drills conducted in the district schools:
  - a. Lock Down Drill
    - 1) Pleasant Valley School – September 21, 2023 (PM)
    - 2) Harrison Township School – September 29, 2023 (AM)
  - b. Bomb Evacuation Drill
    - 1) Pleasant Valley School – October 3, 2023 (AM)
    - 2) Harrison Township School – October 4, 2023 (AM)
  - c. Fire Drill
    - 1) Harrison Township School – October 11, 2023 (PM)
    - 2) Pleasant Valley School – October 12, 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:

Table with 3 columns: Name, Location, Type of Use. Rows include OKKA Karate, Brodzik & Simmerman, Harrison Soccer, Vox Music, PVS Gym, PVS Cafeteria, HTS Gym 3, PVS Music Room, Black Belt Ceremony, Chess Club, Soccer Skills & Training, Music Performance.

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, October 23, 2023 – 7:00 PM**

AGENDA – Closed Session

1. Litigation