

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
November 13, 2018

1. **CALL TO ORDER:** Flag Salute and Moment of Silence

2. **PRESIDENT'S STATEMENT:**

This meeting has been advertised as a regular business meeting as follows:

- 1) Posting written notice on the official bulletin boards at Discovery School, Atlantis School, Joint Base (MDL), NJ; Upper Elementary School, Secretary of the Board's Office, Superintendent of Schools' Office, Wrightstown, NJ; Principal's Office, Clarence B. Lamb Elementary School, Jacobstown, NJ on January 11, 2018.
- 2) Electronically forwarded written notice to the Burlington County Times on January 11, 2018.
- 3) Filing written notice with the Clerk of North Hanover Township on January 11, 2018.
- 4) Filing written notice with the members and the secretary of this body.
- 5) Mailing written notice to each person who has requested copies of the Regular Meeting Schedule and who has prepaid any charge fixed for such service.

This is in compliance with the requirements of Chapter 231 of the "Open Public Meetings Law" of Public Laws of 1975.

3. **EXECUTIVE SESSION:**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Board finds that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED, by the North Hanover Township Board of Education, in the County of Burlington, State of New Jersey, as follows:

1. The public shall be excluded from discussion of any actions upon the hereinafter-specified subject matter.
2. The general nature of the subject matter to be discussed is as follows: (18-19 appointments and personnel items).
3. The Board will take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately thirty (30) minutes.
5. It is anticipated at this time the above stated subject matter will be made public when the need for confidentiality no longer exists.
6. This Resolution shall become effective immediately.

4. **CONSENT AGENDA APPROVAL – ITEMS –4.1- 4.7**

Motion to approve the following consent agenda items based on the recommendation of the Superintendent:

- 4.1 Approval of the Regular, Executive and Work Session Minutes for October 9, 2018.
- 4.2 Approval of the payment of bills for the 2018-2019 budget totaling \$.
- 4.3 Approval of payroll for October 2018 \$1,275,419.65.
- 4.4 Approval of the transfers to the 2018-2019 budget in the amount of \$ for the month of September 2018 .
- 4.5 To approve the Budget Status Reports for September 2018 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2018-2019 budget; further, that sufficient funds are currently available to meet the district’s current financial obligations for the 2018-2019 school year.
- 4.6 For the North Hanover Township Board of Education to adopt the following resolution:
“RESOLVED, that Pursuant to N.J.A.C. 6A23A-16.10 (A), I, Amy S. Lerner, Board Secretary, certify that to the best of my knowledge and belief, that as of September 30, 2018 no budgetary line item account has encumbrances and expenditures (contracted orders) which in total exceed the amount appropriated by the District Board of Education which would be in violation of N.J.A.C. 6A:23A-16.10 (A). Pursuant to N.J.S.A. 18A:17-9 and 18A:17-36; that the district’s financial accounts have been reconciled and are in balance.”
Through the adoption of this resolution, we, the North Hanover Township Board of Education, pursuant to N.J.A.C. 6A:23A-16.10 (b), certify that as of September 30, 2018 and after review of the Secretary’s and Treasurer’s monthly financial reports (appropriation section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23A-16.10 (b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
- 4.7 Approval of the Board Secretary and Treasurer reports for the months of September 2018.

5. Public Comment on Agenda Items only.

(The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

6.

PERSONNEL

Motion to approve the following personnel action(s), based on the recommendation of the Superintendent:

6.1 **Employment 2018-2019 School Year**

Motion to approve the following personnel for employment for the 2018-2019 school year(*pending completion of paperwork, criminal history background check and receipt of all Sexual Misconduct/Child Abuse Disclosure Release Form(s):

(All members are appointed with salaries and steps as per the NHTEA Agreement 17-18 salary guide, salaries and/or steps to be adjusted upon settlement of NHTEA Contract):

6.1.1 *Safwat Farag, part time paraprofessional, CB Lamb at a salary of \$18, 638.00 (Step 1 + \$400.00 college credits, FTE 0.43), to be prorated for FTE and period of employment, effective November 16, 2018.

6.1.2 *Devan Newman, sub bus aide, District, at a rate of \$11.75/hour effective November 16, 2018.

6.2 **Paraprofessional Stipend**

The Paraprofessional stipend for the 2018/2019 school year, for Safwat Farag, effective November 16, 2018 at the annual amount of \$2,000.00 to be pro-rated and paid as per district policy.

6.3 **Resignation**

Rebecca Hagerman, Educational Assistant, Discovery School, resignation effective December 1, 2018.

6.4 **Family Medical Leave**

A. P., family medical leave utilizing 8 sick days beginning January 28, 2019 through February 6, 2019; Utilizing 20 sick days February 7, 2019 through March 7, 2019; FMLA March 8, 2019 through March 19, 2019;FMLA/NJFLA March 20, 2019 through June 6, 2019; NJFLA June 7, 2019 through June 19, 2019 with a return to work date of September 1, 2019.

6.5 **Days without Pay**

A.N., Educational Assistant, Discovery School, days without pay December 4 -12, 2018.

6.6 Extra Pay

6.6.1 **Room Assignment Change**

Shirley Stevens to be paid \$50.00 as per the NHTEA Agreement Article VIII, C, for room assignment change in August.

6.6.2 **Professional Development**

Emily Green, Art Teacher, Atlantis School, attendance at professional development workshop to be paid \$15.00/hour for six (6) hours.

7. **FINANCIAL**

Motion to approve the following financial action, based on the recommendation of the Superintendent:

See addendum

8. **INSTRUCTIONAL**

Motion to approve the following instructional action(s), based on the recommendation of the Superintendent:

8.1 Student Teacher

Alexandria Tracey, to student teach at CB Lamb School (Grade 4, Crane/Burd) for the Spring 2019 and Fall 2019 semesters, as per requirement by NJ DOE.

8.2 OT Observation

Rebekah Steward, student at Union College in the Occupational Therapist program, to observe/shadow Christine Rossi the occupational therapist at the C.B. Lamb School for a minimum of 20 hours as per the requirement of the program.

9. **FACILITIES AND TRANSPORTATION**

Motion to approve the following facilities and /or transportation action(s), based on the recommendation of the Superintendent:

9.1 Comprehensive Maintenance Plan

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and M-1 form documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached documents for the various school facilities of the North Hanover School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED that the North Hanover School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and M-1 form for the North Hanover School District in compliance with Department of Education requirements.

10.**TRAVEL**

Motion to approve the following travel action(s), based on the recommendation of the Superintendent:

10.1 Travel for Institute of Education Science Convening:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	Institute of Education Washington DC	11/27-28/2018	\$850.00

10.2 Travel for DoDEA Post-Grant Award *Mandatory Meeting*:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	Post-Grant Meeting Orlando, FL	12/3-8/2018	\$1800.00
A. Lerner	Post-Grant Meeting Orlando, FL	12/3-8/2018	\$1800.00
C. Fletcher	Post-Grant Meeting Orlando, FL	12/3-8/2018	\$1800.00

10.3 Travel for NAFIS Board of Directors Meeting:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	NAFIS Board of Directors Meeting New Orleans, LA	1/16-20/2019	\$300.00

10.4 The following staff for professional development:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
C. Miller	NJ Association of School Librarians Long Branch, NJ	12/2-4/2018	\$215.00

K. Willever	Continuing Education For School Nurses Deptford, NJ	12/5/2018	\$76.00
A. Fielding	Mental Health Issues In the Classroom Edison, NJ	12/7/2018	\$220.00
T. Jensen	Powerfully Enhance Student Learning West Orange, NJ	11/28/2018	\$283.00
T. Jensen	Rutgers Gifted Education Conference New Brunswick, NJ	11/30/2018	\$200.00
A. Gatarz	Developing Number Concepts, Rutgers University	11/30/2018	\$205.00
L. Dalton	Developing Number Concepts, Rutgers University	11/30/2018	\$222.21
J. Carmichael	NJASL Fall Conference Long Branch, NJ	12/2-4/2018	\$307.39
T. Dutton	Disruptive Behaviors In the Classroom Mt. Laurel, NJ	12/14/2018	\$125.00
L. Dalton	Disruptive Behaviors In the Classroom Mt. Laurel, NJ	12/14/2018	\$125.00
R. Scranton	Early Childhood Education Summit Monroe, NJ	11/16/2018	\$10.08
E. Green	Transforming Schools Through the Power of the Arts Monroe, NJ	12/6/2018	\$159.12
J. McDonald	Transforming Schools Through the Power of the Arts Monroe, NJ	12/6/2018	\$159.43
A. Weislogel	Transforming Schools Through the Power of the Arts Monroe, NJ	12/6/2018	\$164.56

K. Cunningham Winter 2019 Art Ed 2/2/2019 \$99.00
Now Global Online Conference

11. BOARD OF EDUCATION COMMITTEE REPORTS

12. SUPERINTENDENT'S INFORMATIONAL ITEMS

12.1 Enrollment:

Grade	Students	Sections	Class Size
OOD	3		
3H/3F	53		
4F (SC)	11		
K4	119		
K5	135	7	19.2
1	143	7	20.4
2	132	7	18.8
3	123	6	20.5
4	130	6	21.6
5	136	6	22.6
6	136	7	19.4
Total	1121		

12.2 Non School Use

Atlantis: Joint Base MDL Youth Sports, basketball--12/17/2018 through
3/23/2019--practices and games on various days.

Discovery: PTO Meeting; 12/6/2018, 12 PM-1 PM
PTO "Polar Express Night",12/14/2018,5 PM-9 PM

12.3 Fire/Emergency Drills October 2018

CB Lamb: 10/19 (emergency); 10/10 (fire)
Atlantis: 10/15 (emergency); 10/31 (fire)
Discovery: 10/19 (emergency); 10/30 (fire)
UES: 10/29 (emergency); 10/24 (fire)

13. NEW BUSINESS

*Second November Meeting

14. PUBLIC SESSION

15. MOTION TO ADJOURN