

NORTH HANOVER TOWNSHIP SCHOOLS  
BURLINGTON COUNTY, NEW JERSEY  
Upper Elementary School  
**BOARD OF EDUCATION AGENDA**  
**March 12, 2019**

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 9, 2019.
- 2) Electronically forwarded written notice to the Burlington County Times on January 9, 2019.
- 3) Filing written notice with the Clerk of North Hanover Township on January 9, 2019.
- 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: Personnel (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- 4.5**

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 February 27, 2019.
- 4.2 Approval of the transfers to the 2018-2019 budget in the amount of \$75,549.86 for the month of January 2019.
- 4.3 To approve the Budget Status Reports for January 2019 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.
- 4.4 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 January 31, 2019 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 January 31, 2019 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.
- 4.5 Approval of the Board Secretary and Treasurer reports for the month of January 2019.

Public Comment on Agenda Items only.

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

**5. PERSONNEL**

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

- 5.1 Employment 2018-2019 School Year

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):

5.1.1 \*Monica Atkinson, Confidential Board Office Clerk/Receptionist, @ a rate of \$13/hour, effective on or about April 1, 2019.

5.1.2 \*Sean Curry, Long Term Physical Education Teacher, UES, at a salary of \$57,525 (Step 3, BA, FTE 1.0) to be prorated for period of employment effective on or about April 11, 2019.

5.2 Resignation/Retirement

5.2.1 Rich Follmer, Technology Coordinator, District, effective July 1, 2019 for the purpose of retirement.

5.3 FMLA/NJFLA

5.3.1 P.C.B., utilizing FMLA/NJFLA effective March 22-27, 2019 and intermittent FMLA/NJFLA March 28, 2019 through the end of the 2018-2019 school year.

5.3.2 D.D., utilizing intermittent FMLA/NJFLA February 8, 2019 through March 11,2019.

5.4 Leave/Days without Pay

5.4.1 J.G., leave without pay April 5, 2019 and June 10-14, 2019 and June 17-19, 2019. (mandatory military training)

5.4.2 Y.S., day without pay, March 21, 2019.

**6. FINANCIAL**

Motion to approve the following financial action(s), based on the recommendation of the superintendent:

6.1 2019-2020 Tentative Budget

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative

budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>Budget</u>	<u>Tax Levy</u>
Total General Fund	\$22,340,680	\$3,176,638
Total Special Revenue Fund	<u>\$ 3,560,256</u>	<u>n/a</u>
Totals	\$25,900,936	\$3,176,638

And to advertise said tentative budget in the Burlington County Times in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that the North Hanover Township Board of Education includes in the proposed budget the adjustment for increases costs of health benefits in the amount of \$87,653. The additional funds are included in the base budget and will be used to pay for the additional increases in programs; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Media Center of the Upper Elementary School, 331 Monmouth Road, Wrightstown, New Jersey on May 6, 2019 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

6.3 Travel and Related Expense Reimbursement 2019-2020

WHEREAS, the North Hanover Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the North Hanover Township Board of Education established \$85,000 as the maximum travel amount for the current school year and has expended \$56,454.97 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3,

to a maximum expenditure of \$85,000 for all staff and board members for the 2019-2020 school year.

6.4 Risk Management Consultant

WHEREAS, the North Hanover Township Board of Education hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMS, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint EJA/Capacity Insurance Agency LLC as its RMC; and

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

6.5 Contract for Services

The contract with Dr. Judith Fraivillig to provide professional development services for the 2018-2019 school year for the Making Math Meaningful Project M3 for the amount of up to \$11,950, to be paid with DoDEA grant funds.

7. **OTHER BUSINESS**

Motion of approve the following resolution(s), based on the recommendation of the superintendent:

Please see addendum

8. **INSTRUCTIONAL**

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

9. **TRAVEL**

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

9.1 The following staff for professional development:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
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A.Bruder	Helping Gifted Children In Our Classrooms Lawrenceville, NJ	4/12/2019	\$14.88
M. Wood	Helping Gifted Children In Our Classrooms Lawrenceville, NJ	4/12/2019	\$9.92
J. Wierski	Orton-Gillingham Programs, TCNJ, Ewing, NJ	3/18-19/2019	\$660.00
J. Alvarez	PLC@ Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00
J. Danley	PLC@Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00
A. Wawryk	PLC@Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00
B. Burd	PLC@Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00
A.Beretto	PLC@Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00
C. Rossi	PLC@Work Institute Ft. Lauderdale, FL	6/19-21/2019	\$1775.00

**10. POLICIES-FIRST READING**

P & R1642 Earned Sick Leave Law (Mandated)

**11. SUPERINTENDENT'S INFORMATIONAL ITEMS**

11.1 Enrollment:

Grade	Students	Sections	Class Size
OOD	5		
3H/3F	60		
4F (SC)	9		

K4	118	7	16.8
K5(SC)	5	1	5
K5	134	7	19.1
1	143	7	20.4
2	131	7	18.7
3	124	6	20.6
4	126	6	21
5	138	6	23
6	124	7	17.7
Total	1117		

11.2 Fire/Emergency Drills-February 2019

Discovery: 2/26 (emergency) 2/28 (fire)  
 Atlantis: 2/25 (emergency) 2/28 (fire)  
 CB Lamb: 2/28 (fire)  
 UES: 2/26 (emergency) 2/5 (fire)

11.3 Non-School Use

UES: Ugadi Cultural Festival; April 13, 2019; 3:00 PM-9:30 PM  
 Cinderella Cast Party, March 29, 2019; 6:00 PM- 9:30 PM

12. **NEW BUSINESS**

13. **PUBLIC SESSION**

14. **MOTION TO ADJOURN**