

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
May 6, 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 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**

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

4.1 Approval of payroll for April 2019 \$1,274,361.83.

5. Public Comment on Agenda Items only.

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

6. **PUBLIC HEARING AND ADOPTION OF THE 2019-2020 SCHOOL YEAR BUDGET**

6.1 **A presentation will be given on the 2019-2020 Budget and a Public Hearing will be conducted.**

Motion for the Board approve the following resolutions:

6.2 **Adoption of the 2019-2020 School Year Budget And Tax Levy**

WHEREAS, the North Hanover Township Board of Education adopted a tentative budget on March 12, 2019 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 15, 2019, and

WHEREAS, the tentative budget was advertised in the legal section of the Burlington County Times on April 21, 2019; and

WHEREAS, the tentative budget was presented to the public during a public hearing on May 6, 2019; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2019-2020 School Year and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	<u>Budget</u>	<u>Tax Levy</u>
Total General Fund	\$22,253,027	\$3,088,985
Total Special Revenue Fund	<u>\$ 3,560,256</u>	<u>n/a</u>
Totals	\$25,813,283	\$3,088,985

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 4F Tax Levy Certification Form A and B

Motion for the Board approve the following resolution:

RESOLVED, that the amount required for school purposes in the school district of North Hanover Township, County of Burlington for the 2019-2020 school year is \$3,088,985 and is required to be levied for local school district purposes.

6.5 Adoption of Tax Levy Schedule

For the Board of Education to adopt the tax levy schedule for the 2019-2020 and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

July 31, 2019	\$ 772,246.25
October 31, 2019	\$ 772,246.25
January 31, 2020	\$ 772,246.25
April 30, 2020	<u>\$ 772,246.25</u>
Total	\$3,088,985.00

7.

PERSONNEL

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

7.1 **Revised Salary**

Leah Mattern, Educational Assistant, UES, at a salary of \$18,838 (Step 7, plus \$400 college credits, 1.0 FTE) to be prorated for period of employment effective on or about May 1, 2019.

7.2 **Resignation/Retirement**

Maureen Kelly, Teacher Grade 1, resignation effective July 1, 2019 for the purpose of retirement.

Angela Rosso, hourly aide, resignation effective May 11, 2019.

7.3 **Revised Resignation**

Jasmine Lewin, Educational Assistant, resignation effective June 1, 2019.

7.4 **Day(s) without Pay**

K. W., day without pay May 22, 2019.

7.5 **FMLA Leave**

J. P., FMLA leave effective May 25, 2019 through June 12, 2019 with a return to work date of (on or about) June 13, 2019.

7.6 **Affirmative Action Officer**

To appoint Amy Lerner as the Affirmative Action Officer for the 2019-2020 school year.

8.

OTHER BUSINESS

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

8.1 **Needs Assessment**

To authorize the Affirmative Action Team to conduct the needs assessment and develop the 2019-2022 comprehensive equity plan.

9.

INSTRUCTIONAL

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

9.1 Field Trips 2018/2019 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
UES	6/11/2019	\$2,654.52	6

9.2 Student Teacher Observation

Nithyasri Sarangarajan, student at Temple University to complete 25 hours of observation with Yosefa Rosen, Speech Language Teacher, required as a candidate of the Speech, Language, and Hearing Science undergraduate program.

10. TRANSPORTATION

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

10.1 Transportation Contracts 2019-2020 School Year

WHEREAS, the North Hanover Township Board of Education advertised for bids for transportation services for the 2019-2020 school year, Routes # 52END and 53END to Endeavour Elementary School, and two bids for each were received on May 1, 2019; and

WHEREAS, GST Transportation Corp, of Southampton, NJ has submitted bids in the amounts as follows:

Route	Cost	Inc/DecPerDiem
52END	\$278.00	\$1.40
53END	\$278.00	\$1.40

for total per diem bids in the amounts of \$278.00 for Route 52END and \$278.00 for Route 53END, copies of which are on file in the office of the Board Secretary/Business Administrator; and

WHEREAS, the bidder has submitted all required documents in accordance with the Local Public contract Law and the Board's specifications; and

NOW, THEREFORE, BE IT RESOLVED, by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the bids are accepted and the contracts for transportation services are awarded to GST Transportation Corp.

11.

TRAVEL

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

11.1	<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
	A. Danley	Supporting Literacy Success in Our Schools Rider University	5/15/2019	\$8.00
	C. Szymanski	Orton-Gillingham Training Hasbrouck Heights, NJ	5/7-10/2019	\$1,358.00

12.

SUPERINTENDENT'S INFORMATIONAL ITEMS

12.1 Enrollment:

Grade	Students	Sections	Class Size
OOD	5		
3H/3F	58		
4H (SC)	8		
K4	114	7	16.2
K5(SC)	5	1	5
K5	138	7	19.7
1	142	7	20.2
2	131	7	18.7
3	121	6	20.1
4	128	6	21.3
5	135	6	22.5
6	125	7	17.8
Total	1110		

12.2 Fire/Emergency Drills-April 2019

CB Lamb: 4/29 (emergency); 4/4 (fire)
Discovery: 4/9 (emergency); 4/7 (fire)
Atlantis: 4/15 (emergency); 4/4 (fire)
UES: 4/17 (emergency); 4/3 (fire)

13. **NEW BUSINESS**
14. **PUBLIC SESSION**
15. **MOTION TO ADJOURN**