

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
July 23, 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) and legal.
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- 4.8**

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 June 17, 2019.
- 4.2 Approval of the transfers to the 2018-2019 budget in the amount of \$55,945.02 for the month of May 2019.
- 4.3 To approve the Budget Status Report for May 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 May 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 May 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 May 2019.
- 4.6 Approval of the payment of bills for the 2018-2019 budget totaling \$360,813.44.
- 4.7 Approval of the payment of bills for the 2019-2020 budget totaling \$3,645,039.56.
- 4.8 Approval of the gross payroll for June 2019 \$1,473,081.83.

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 2019-2020 School Year**

Approve the following personnel for employment for the 2019-2020 school year(*pending completion of paperwork, criminal history background check and receipt of all Sexual Misconduct/Child Abuse Disclosure Release Form(s):

6.1.1 *Kelly Worthy, long term leave replacement, Speech and Language Specialist, UES, at a salary of \$69,609 (1.0 FTE, M, Step 8, to be pro rated for period of employment) effective September 1, 2019 through January 15, 2020.

6.1.2 *Libbey Riddle-Herzog, long term leave replacement, Teacher, Endeavour School, at a salary of \$61,074 (1.0 FTE, B, Step 5, to be prorated for period of employment) effective September 1, 2019 through November 15, 2019.

6.1.3 *Kathleen Greene, bus aide, district, @\$12.00/hour effective September 1, 2019.

6.2 **Revised Salary**

Brian Inman, custodian, revised salary of \$33,321 (1.0 FTE) which includes \$750.00 for Black Seal license to be pro-rated for period of employment effective July 9, 2019.

6.3 **Unpaid Child Rear Leave**

J. G., unpaid leave September 1, 2019 through October 15, 2019 with a return to work date of October 16, 2019.

6.4 **FMLA/NJFLA**

A. N., FMLA effective October 1, 2019 through November 19, 2019; FMLA/NJFLA effective November 20, 2019 through December 30, 2019; NJFLA December 31, 2019 through January 1, 2020 with a return to work date of January 2, 2020.

6.5 Revised FMLA/NJFLA Leave

L. D. revised return to work date from September 1, 2019 to November 18, 2019.

6.6 Resignation/Retirement

Jennifer Shiner, hourly aide, resignation June 14, 2019.
Areti Rotsides, hourly aide, resignation June 14, 2019.

6.7 Payment of unused Vacation and/or Sick Days as per Contract

6.7.1 Contract with NHTPA

Jimmy Alvarez, sell back 1.5 vacation days @ \$480.50/day for a total of \$720.75.

Robert Scranton, sell back 2 vacation days @ \$523.34/day for a total of \$1,046.68.

6.7.2 Contract with NHTEA

Maureen Kelly, 211 accumulated sick days @ 50.00/day for a total of \$10,550.00.

Maribeth Smith, 47 accumulated sick days @ \$50.00/day for a total of \$2,350.00.

Dorothy Adams, 17.5 accumulated sick days @ 35.00/day for a total of \$612.50.

6.7.3 Rich Follmer, 20 accrued vacation days (18-19) @ \$435.42/day for a total of \$8,708.40 and 248 accumulated sick days @ \$50.00/day for a total of 12,400.00.

6.8 Day without Pay

M.S., Teacher, day without pay June 19, 2019.

6.9 Revised hourly rate for ESY Program 2019

Linda Wolfram (bus aide, \$14.00/hr).

6.10 Extra Pay

6.10.1 Curriculum Writers

The following staff to write curriculum @\$35.00/hour (as per NHTEA Agreement Article XVIII) for no more than 10 hours:

Karen Hallman	Standard Based Report Card
Alyssa Danley	ESL Curriculum
Christie Strayhorne	ELA Curriculum (6th Grade)
Chrissy Closson	Financial Literacy
Emily Green	Kindergarten Art Curriculum

6.11 Assignment

Michelle Kinsella	Kindergarten
Courtney Szymanski	Grade 3/4 ICR, Endeavour School
Jennifer Choi	Grade 2/3 POR, CB Lamb

7.

FINANCIAL

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

7.1 Agreement Addendum

To approve the addendum to the agreement with ESS Northeast, LLC to include providing the following staff, effective July 8, 2019:

Full Day Permanent Paraprofessional	\$111.20/day
Half Day Permanent Paraprofessional	\$ 55.60/day
ESY Full Day Permanent Paraprofessional	\$ 51.08/day

7.2 Sale of SRECs

Authorization for the School Business Administrator to sell 172 SRECs (2019ey 6/2018-5/2019) in a public auction at \$224 each for \$38,528.00.

7.3 Environmental Consulting Services

7.3.1 Asbestos Removal Monitoring

The proposal from RJB Environmental, Inc. for monitoring services to remove asbestos containing glue dots at the CB Lamb Elementary School in the amount of \$2,218.

7.3.2 Asbestos Removal Design and Monitoring

The proposal from RJB Environmental, Inc. for the design of plans and specifications and monitoring services to remove asbestos containing materials at the CB Lamb Elementary School in the amount of \$12,076.

7.4 Plan Review Services

The proposal from International Code Council for plan review fee services for code compliance for the renovations and alterations project at the CB Lamb Elementary School in the amount of \$8,865.

7.5 Impact Aid Reserve Transfer

To approve the transfer from Impact Aid Reserve account in the amount of \$435,710 to the general fund budget for the purchase of (4) school buses.

7.6 Change Order-Endeavour Elementary School

Change order #2 to the contract with Mount Construction Co., Inc. in the amount of \$554,552.50 for the landscaping and irrigation plans at Endeavour Elementary School.

7.7 Company to Offer Tax Sheltered Annuity Plans

WHEREAS, the Board of Education desires to provide its employees with a number of financial institutions where its employees may enter into tax sheltered annuity plans, and

WHEREAS, the Board of Education's employees desire a wide market of plans,

THEREFORE BE IT RESOLVED THAT, National Life Group may offer their tax shelter plans to the North Hanover Township employees.

7.8 Accept ESCNJ Cooperative Contract Quote

WHEREAS, the North Hanover Township Board of Education received a quote for (4) 2020 IC Corp CE 54 Passenger 8.8L PSI Gas School Buses under the Educational Services Commission of NJ; and

WHEREAS, Wolfington Body Company, Inc. has submitted a quote in the amount of \$435,710.00, a copy of which is on file in the office of the Board Secretary/ Business Administrator; and

WHEREAS, the vendor has been awarded a contract by the Educational Services Commission of NJ, number ESCNJ 18/19-31; and

WHEREAS, the Board Secretary/ Business Administrator has certified that funding is available,

NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the quote in the amount of \$435,710.00 is accepted and that a contract for the (4) 54 passenger school buses is awarded to Wolfington Body Company, Inc. as per N.J.S.A. 18A:18A-10.

7.9 Accept Educational Data Services Contract Quote

WHEREAS, the North Hanover Township Board of Education received a quote for asbestos abatement services at the CB Lamb Elementary School under Educational Data Services cooperative purchasing system; and

WHEREAS, Hazmat Diagnostic LLC has submitted a quote in the amount of \$66,836.00, a copy of which is on file in the office of the Board Secretary/ Business Administrator; and

WHEREAS, the vendor has been awarded a contract by the Educational Data Services, number R305; and

WHEREAS, the Board Secretary/ Business Administrator has certified that funding is available,

NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the quote in the amount of \$66,836.00 is accepted and that a contract for the asbestos abatement service is awarded to Hazmat Diagnostic LLC. as per N.J.S.A. 18A:18A-10.

8. INSTRUCTIONAL

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

8.1 Tuition Contract- Sending

To approve the contract with the Larc School, Bellmawr, NJ for one North Hanover Township resident student placed out of district for the 2019-2020 school year, beginning July 8, 2019 at a rate of \$271.31 per diem or \$56,975.10 annually.

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>
J. Case	PLTW Launch Classroom Teacher Training Rochester, NY	8/12-13/2019	\$1,203.62
T. Jensen	PLTW Launch Classroom Teacher Training Rochester, NY	8/12-13/2019	\$884.00
L. Gavrish	PLTW Launch Classroom Teacher Training Rochester, NY	8/12-13/2019	\$884.00
M. Kuzel	Fundations Level K Workshop, Mt. Laurel, NJ	7/29/2019	\$296.00
*S. Phelps	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00
*S. Thomas	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00
*L. Loukides	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00

*E. Durr	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00
*M. Sytnik	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00
*M. Saxton	Tools of the Mind Workshop, Mercerville, NJ	8/20-21/2019	\$3,750.00

*(Tools of the Mind Workshop to be paid with PreK grant funds)

9.2 Travel for NAFIS 2019 Fall Conference:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	Fall 2019 NAFIS Conference Washington DC	9/20-25/2019	\$2,900.00
M. Stecchini	Fall 2019 NAFIS Conference, Washington DC	9/22-25/2019	\$1,500.00
T. Dutton	Fall 2019 NAFIS Conference Washington DC	9/22-23/2019	\$700.00

10. OTHER BUSINESS

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

Please see Addendum

11. SUPERINTENDENT'S INFORMATIONAL ITEMS

11.1 Non-School Use

UES: Northern Burlington Regional School District, basketball practices
December 2, 2019 through January 29, 2020; 2:45 PM- 5:00 PM.

12. NEW BUSINESS

13. PUBLIC SESSION

14. MOTION TO ADJOURN