

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
October 15, 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 Endeavour School, Joint Base (MDL), NJ; Upper Elementary School, Secretary of the Board’s Office, Superintendent of Schools’ Office, Principal’s Office, Clarence B. Lamb Elementary School, Wrightstown, NJ on August 27, 2019.
- 2) Electronically forwarded written notice to the Burlington County Times on August 27, 2019.
- 3) Filing written notice with the Clerk of North Hanover Township on August 27, 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 –4.1-47.**

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 1, 2019.
- 4.2 Approval of the transfers to the 2019-2020 budget in the amount of \$70,310.18 for the month of August 2019.
- 4.3 To approve the Budget Status Report for August 2019 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2019-2020 budget; further, that sufficient funds are currently available to meet the district’s current financial obligations for the 2019-2020 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 August 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 August 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 August 2019.
- 4.6 Acceptance of the Suspension Report to date.
- 4.7 Approval of the payment of bills for the 2019-2020 budget totaling \$

5. **DIRECTOR OF CURRICULUM PRESENTATION**

Mrs. Christina Fletcher, Director of Curriculum

6, **CONSTRUCTION**

Construction Projects update by Rick Takakjy of P.W. Moss & Assoc.

7. **PUBLIC COMMENT ON AGENDA ITEMS ONLY**

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

8. **PERSONNEL**

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

8.1 **Transfer**

Kimberly Manuguerra from CB Lamb, Educational Assistant (.58 FTE) to CB Lamb, MD Paraprofessional (.58 FTE).

8.2 **Paraprofessional Stipend**

Kimberly Manuguerra, to be paid the Paraprofessional stipend for the 2019/2020 school year, for a total of \$2,700.00 (.58 FTE) to be paid in two equal payments on January 31, 2020 and the last pay in June, 2020(to be prorated for period of employment).

8.3 **Bus Coverage at Dismissal**

Melanie Muller, after school bus coverage @ \$12.50/hour.

8.4 **Leave/Days w/o Pay**

M. D., leave without pay December 12 & 13, 2019.

8.5 **Intermittent Family Leave**

T. Z., intermittent family leave for the 2019-2020 school year.

8.6 **FMLA**

D. S., family medical leave utilizing 25 sick days beginning January 13 through February 18, 2020; FMLA/NJFLA February 19, 2020 through June 30, 2020 with a return to work date of September 1, 2020.

8.7 Rescind Employment

Shana Lohnes, hourly aide, rescind contract for the 2019-2020 school year employment.

9. **FINANCIAL**

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

9.1 Change Orders - Endeavour Construction Project

9.1.1 Site Work Change Order #3

The change order # 3 for Mount Construction for additional work, asphalt price index adjustments from 2016-2019 and contract extension of time including labor and costs increases in the amount of \$436,170.34 at Endeavour Elementary School.

9.1.2 Mechanical Contract Change Order 1

The change order #1 for Preferred Mechanical for the reconciliation of project allowances and extra work at the Endeavour Elementary School in the amount of \$361.53 credit..

9.2 Change Orders - Environmental Remediation Projects

9.2.1 Environmental Remediation-Discovery Contract Change Order 1

The change order #1 for Asbestos & Mold Remediation Corporation for the reconciliation of project allowances and extra work at the Discovery Elementary School in the amount of \$5,315.00 credit.

9.2.2 Environmental Remediation-Atlantis Contract Change Order 1

The change order #1 for Asbestos & Mold Remediation Corporation for the reconciliation of project allowances and extra work at the Atlantis Elementary School in the amount of \$2,828.92 credit.

9.3 Transfers to Reserve Accounts

9.3.1 Impact Aid Transfer

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the North Hanover Township Board of Education wishes to deposit anticipated current year surplus into Impact Aid Reserve account at year end, and

WHEREAS, the North Hanover Township Board of Education has determined that up to \$9,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the North Hanover Township Board of Education that it hereby authorizes the district’s School Business Administrator to make this transfer consistent with all applicable laws and regulations.

10. TRAVEL

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

10.1 The following staff for professional development:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
S. Greenberg	Executive Function Skills, Lakewood, NJ	12/5/2019	\$199.00
K. Meader	Classroom Management For ODD Students, Westampton, NJ	11/4/2019	\$11.90
K. Meader	Engaging Students In the Classroom, Westampton, NJ	3/31/2020	\$11.90
S. Higgins	West Jersey Reading Council Fall Conference, Pennsauken, NJ	10/16/2019	\$50.00
P. Bland	West Jersey Reading Council Fall Conference, Pennsauken, NJ	10/16/2019	\$50.00
B. Litus	West Jersey Reading Council Fall Conference, Pennsauken, NJ	10/16/2019	\$50.00
B. Sax	West Jersey Reading Council Fall Conference, Pennsauken, NJ	10/16/2019	\$50.00
C. Peroni	NJAEYC Annual Conference, Somerset, NJ	10/18-19/2019	\$245.00
D. Cartmill	NJAEYC Annual Conference, Somerset, NJ	10/18-19/2019	\$245.00

C. Fletcher	NJSPSA Data to Drive Sp. Ed. Outcomes Monroe, NJ	12/4/2019	\$100.00
J. Grenger	NJSPSA Data to Drive Sp. Ed. Outcomes Monroe, NJ	12/4/2019	\$100.00
M. Loose	Responsive Classroom Newark, DE	10/17/2019	\$289.00
S. Fazekas	Mindfulness in the PreK -12 Classroom, Westampton, NJ	3/25/2019	\$8.00
M. Acosta	NJ Assoc. Of School Psychologists 2019 Winter Conference East Windsor, NJ	12/3/2019	\$140.00

10.2 The following Administrators for DoDEA Grant Workshop

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	DoDEA Grant Workshop, Houston, TX	10/28-31/2019	\$1,600.00
C. Fletcher	DoDEA Grant Workshop, Houston, TX	10/28-31/2019	\$1,600.00
A.Lerner	DoDEA Grant Workshop, Houston, TX	10/28-31/2019	\$1,600.00

11. **INSTRUCTIONAL**

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

11.1 Field Trips 2019/2020 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
UES	4/24/2020	\$180.00	4,5,6

12. SUPERINTENDENT'S INFORMATIONAL ITEMS**12.1 Enrollment:**

Grade	Students	Sections	Class Size
OOD	4		
3F	88	6	14.6
4F	136	10	13.6
K	162	9	18
1	144	7	20.4
2	144	7	20.4
3	131	6	21.6
4	117	6	19.5
5	123	6	20.5
6	146	6	24.3
Total	1195		

12.2 Non School Use

UES: NHT Recreation, Soccer Banquet;
11/18/2019;5:30PM-8:30PM

Endeavour: NHTEA Meeting; 10/28/2019; 3:45PM-5PM
Tutor.com Parent workshop, 6:30PM-7:30PM

12.3 Fire/Safety Drills-September 2019

UES: 9/11 (Fire); 9/27 (emergency)

CB Lamb: 9/13 (fire); 9/30 (emergency)

Endeavour: 9/20 (fire); 9/27 (emergency)

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