

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
November 19, 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 October 16, 2019.
- 2) Electronically forwarded written notice to the Burlington County Times on October 16, 2019.
- 3) Filing written notice with the Clerk of North Hanover Township on October 16, 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 –4.1-4.7**

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 15, 2019 and Regular Minutes for October 28, 2019.
- 4.2 Approval of the transfers to the 2019-2020 budget in the amount of \$12,901.90 for the month of September 2019.
- 4.3 To approve the Budget Status Report for September 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 September 30, 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 September 30, 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 September 2019.
- 4.6 Acceptance of the Suspension Report to date.
- 4.7 Approval of the payment of bills for the 2019-2020 budget totaling \$2,379,708.47 .
- 4.8 Approval of the gross payroll for October 2019 \$1,376,955.72.

5. **CONSTRUCTION UPDATE-Mr. Rick Takakjy, P.W. Moss & Assoc.**

6. **PERSONNEL**

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

6.1 **Employment 2019-2020 School Year**

Motion to 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 *Brandi Owen, Educational Assistant, CB Lamb School, @ a salary of \$19,338 (Step 1-2, FTE .49, to be pro rated for period of employment and FTE) effective on or about November 20, 2019.

6.1.2 *Amanda Rehse, Educational Assistant, Endeavour School, @ a salary of \$19,338 (Step 1-2, FTE 1.0, plus \$400.00 college credits, to be prorated for period of employment) effective on or about December 2, 2019.

6.2 **Resignation/Retirement**

6.2.1 Dale Marshall, Special Education Teacher, resignation effective January 1, 2020 for the purpose of retirement.

6.2.2 Yosefa Rosen, Speech Teacher, resignation effective January 16, 2020.

6.3 **FMLA/NJFMLA**

6.3.1 S. N., extending family leave with a return to work date of March 16, 2020.

6.3.2 A. N., revising return to work date from January 2, 2020 to December 16, 2019.

6.3.3 C. S., utilizing sick days from February 3-20, 2020, followed by FMLA through May 22, 2020 then using unpaid child rear leave through the remainder of the 19-20 school year with a tentative return to work date of September 1, 2020.

6.4 **Extra Pay**

6.4.1 **Computer Science Committee**

The following staff for the Computer Science Committee to be paid for no more than 10 hours @\$25.00/hour utilizing Title II funds as per the NHTEA Contract (Article XVIII):

Joann Case, Emily Anderson, Noelle Schapelle, Lori Gavrish, Leigh Ann Peter, Jen Wierski, Jess Procopio, Tammy Jensen, Brittany Burd, Violet Ortega, Cathy Miller

6.4.2 Math Program Adoption Committee

The following staff for the Math Program Adoption Committee to be paid for no more than 10 hours @\$25.00/hour utilizing Title II funds as per the NHTEA Contract (Article XVIII):

Kristin Carman, Robin Sandoval, Leigh Ann Peter, Courtney Szymanski, Anna Marie Fielding, April Wawryk, Michelle Kuzel, Lisa Castellani, Michelle Santos, Jess Procopio, Lindsay Dalton, Anne Marie Sweeney

6.4.3 Tolerance and Diversity Committee

The following staff for the Tolerance and Diversity Committee focusing on the implementation of the Holocaust, Amistad, etc.; to be paid for no more than 10 hours @\$25.00/hour utilizing Title II funds as per the NHTEA Contract (Article XVIII):

Christine Brough, Tiffani Dutton

6.4.4 FIT Family Night

The following staff to participate in FIT Family Night to be paid for no more than 3 hours @\$25.00/hour utilizing Title I funds as per the NHTEA Contract (Article XVIII):

Marcie Romano, Mary Beth Scharr, Jamie Drew, Julie Leip, Beth Litus, Judy Lynch, Kristina Papa, Christine Brough, Bena Sax, Sheila Higgins, Lisa Castellani

6.4.5 Math Leadership Team

The following staff to serve on the Math Leadership Team for the 19-20 school year to be paid \$35.00/hour (as per the NHTEA Contract Article XVIII) using DODEA M3 Grant:

Leigh Ann Peter

6.4.6 District Translator(s)

On an as needed basis, after school, at the following rates (as per the agreement with NHTEA; Article XVIII):

Monica Atkinson \$14.00/hour

6.4.7 PK Back to School Night

The following staff to participate in PK Back to School Night to be paid for no more than 2 hours @\$25.00/hour utilizing Title I funds as per the NHTEA Contract (Article XVIII):

Patty Bland, Erin Potter, Jen Gaulrapp

7. **FINANCIAL**

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

7.1 Change Order - Endeavour Construction Project-Plumbing

Change order # 1 for CJ Schmidt & Sons, Inc. for additional sprinklers installed in the added wood ceiling in the amount of \$31,992.37 at Endeavour Elementary School.

7.2 Change Orders - CB Lamb Renovation Project - Phase I

Change order # 1 for Levy Construction in the amount of \$877.65 for the CB Lamb Elementary School Phase I construction project.

8. **FACILITIES AND TRANSPORTATION**

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

8.1 Transportation Jointures

8.1.1 To approve a joint transportation agreement with the Pemberton Township School District for the transportation of one (1) North Hanover student to the Larc School for an extended school year program beginning July 8, 2019 through August 16, 2019 at a rate of \$7,401.

8.1.2 To approve a joint transportation agreement with the Pemberton Township School District for the transportation of one (1) North Hanover student to the YALE School for 2019-2020 school year at a rate of \$29,125

9. **INSTRUCTIONAL**

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

9.1 Field Trips 2019/2020 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
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CB Lamb	6/12/2020	\$667.30	2
Endeavour	6/3/2020	\$1518.59	2

10.**TRAVEL**

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

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
A. Lerner	ASBO International Executive Leadership Forum New Orleans, LA	2/12-16/2020	\$2,200.00
G. Meck	NJ Association of School Psychologists, East Windsor, NJ	12/13/2019	\$125.00
W. Sullivan	Annual Delegate Assembly, West Windsor, NJ	11/23/2019	\$10.50
S. Curry	P.E. Equal E.L.A. Camden County College	12/12/2019	\$149.00
C. Miller	NJASL 2019 Fall Conference East Brunswick, NJ	12/9-10/2019	\$270.00
J. Carmichael	NJASL 2019 Fall Conference East Brunswick, NJ	12/9-10/2019	\$425.00
S. Humble	Special Educators Conference, Camden County College	12/6/2019	\$149.00

11.**POLICIES-FIRST READING**

P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 7440	School District Security (M) (Revised)
P 9210	Parent Organizations (Revised)
P 9400	Media Relations (Revised)

12. SUPERINTENDENT'S INFORMATIONAL ITEMS12.1 Enrollment:

Grade	Students	Sections	Class Size
OOD	4		
3F	88	6	14.6
4F	141	10	14.1
K	163	9	18.1
1	148	7	21.4
2	142	7	20.2
3	129	6	21.5
4	114	6	19
5	124	6	20.6
6	146	6	24.3
Total	1199		

12.2 Non School Use

- UES: CBL & UES PTO, Holiday Cheer Assembly; 12/11/2019, 5PM-8PM
CBL & UES PTO, Holiday Cheer Delivery; 12/12/2019, 5PM-8PM
NHT Basketball Practice; 11/20/2019 through 3/27/2020
Weeknights 5PM-9PM (Games TBD)
- CB Lamb: NHT Tree Lighting, 12/6/2019; 5PM-9PM
PTO, Pie fundraiser pick up; 11/26/2019, 2PM-6PM
NHT Basketball Practice; 11/20/2019 through 3/27/2020
Weeknights 5PM-9PM (Games TBD)
- Endeavour: PTO Holiday Shop, 12/16-20/2019; 8AM-3PM

12.3 Fire/Safety Drills-October 2019

UES: 10/24(fire); 10/24(emergency)
CB Lamb: 10/2(fire); 10/22(emergency)
Endeavour: 10/11(fire); 10/25(emergency)

13. NEW BUSINESS

14. PUBLIC SESSION

15. MOTION TO ADJOURN