

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
January 7, 2020

The Board Secretary assumes the Chair.

The official results of the School Board Election are announced.

Board of Education Member(s):

Full Three Year Term

William C. Sullivan, Sr.	508 votes
Janet W. Bruder	489 votes

The Oath of Office is administered to the newly elected member(s).

The Acting Meeting Chairperson (Board Secretary) opens nominations for the office of Board President; accepts all nominations; requests a motion to close nominations for the office of Board President.

The Board Secretary polls the Board and announces the results.

The Acting Meeting Chairperson (Board Secretary) opens nominations for the office of Board Vice-President; accepts all nominations; requests a motion to close nominations for the office of Board Vice-President.

The Board Secretary polls the Board and announces the results.

The Acting Meeting Chairperson requests a motion to turn the meeting over to the newly elected Board President.

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:

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.

Electronically forwarded written notice to the Burlington County Times on January 9, 2019.

Filing written notice with the Clerk of North Hanover Township on January 9, 2019.

Filing written notice with the members and the secretary of this body.

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. APPOINTMENT OF BASE LIAISON

Motion to appoint Major Caitlin Hinterman an Ad hoc Member as the JB MDL School Board Liaison.

4. 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 (19-20 appointments)
3. The Board will take action following closed executive session. Personnel
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.

5. CONSENT AGENDA APPROVAL – ITEMS – 5.1-5.3

5.1 Approval of the Regular, Work Session and Executive Session Minutes for December 10, 2019.

5.2 Approval of the Gross Payroll for December 2019 \$1,375,619.99.

5.3 Approval of the payment of bills for the 2019-2020 budget totaling \$662,465.31.

6. Public Comment on Agenda Items only.
(The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

7. **ANNUAL AUTHORIZATIONS/APPROVALS/APPOINTMENTS**

It is recommended by the Superintendent that the following resolutions be adopted:

- 7.1. **Meeting Rules of Order**

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians.

- 7.2. **Legal Newspaper**

THE RESOLUTION: BE IT RESOLVED that the *Burlington County Times* and/or the *Trenton Times* be used as the legal newspapers for the period of January 1 through December 31, 2020 to publish legal notices, as these newspapers have the likelihood of informing the public within the area of the jurisdiction of the Board of Education of North Hanover Township.

- 7.3. **Board Policies and By-Laws**

THE RESOLUTION: BE IT RESOLVED that the new and revised policies and by-laws of the Comprehensive Document entitled "By-laws and Policies of the North Hanover Township Board of Education" that are now in force and effect for the school year 2019-2020 be now approved and adopted as policies and by-laws in force and effect for the 2019-2020 school year unless they are amended or canceled by the Board of Education of North Hanover Township.

- 7.4. **Representative - Title Programs**

THE RESOLUTION: BE IT RESOLVED that the Superintendent and/or School Business Administrator/Board Secretary be authorized to be the official representatives of the Board of Education of North Hanover Township, County of Burlington, State of New Jersey in preparation and submission of all federal and state financial applications and reports with the proper authorities.

- 7.5. **Time and Place of Meetings**

THE RESOLUTION: BE IT RESOLVED that the time and place of regular meetings and work sessions of the Board of Education of the Township of North Hanover be established making provisions relative to Special and Emergency Meetings and adopting certain procedures and forms.

WHEREAS, the "Open Public Meetings Act" requires the advance written notice of all meetings of the Board of Education of North Hanover Township be

posted in one public place designated by the Board of Education and mailed, telephoned, telegraphed or hand delivered to the newspaper designated by resolution and mailed to all persons requesting a copy of same upon payment of an established fee;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF NORTH HANOVER TOWNSHIP AS FOLLOWS:

1. All advance written notices of the Board of Education meetings shall be posted by the Secretary of the Board of Education on the following bulletin boards located in the Secretary of the Board's Office, Upper Elementary School, Jacobstown, N.J.; Principal's Office, Clarence B. Lamb Elementary School and Upper Elementary School, Jacobstown, N.J. and Discovery School and Atlantis School, Joint Base, MDL, NJ.

2. All written notice of meetings shall be filed with the Township of North Hanover and given to the following newspaper:

Burlington County Times
and/or The Trenton Times

3. Any person may request in writing that the Board of Education mail him/her a copy of the schedule of Regular Meetings of the Board of Education and/or advance written notice of Regular, Special or Rescheduled Meetings of the Board of Education, upon prepayment by such person of the applicable fee hereinafter set forth, such schedule and/or advance notice shall be exempt from such fee.

SCHEDULE OF MAIL FEES PER MEETING

For copy of Schedule of Regular Meetings and Revisions Thereto - \$12.00
For Advance Written Notice of Particular Meeting Designated in the Request- \$10.00

For Advance Written Notice of all Regular, Special or Rescheduled Meetings during the period from Reorganization Meeting in the year 2019 to the Reorganization Meeting in the year 2020 - \$20.00

4. The time and place of Regular Official Board of Education Meetings for the period from and after this Reorganization Meeting until the next Reorganization Meeting in January 2019 shall be in accordance with the list annexed hereto, designating the dates, times and place of such meetings entitled "Form A".

5. A copy of Form A of this resolution shall within seven (7) days be mailed to the above newspapers, the Township Clerk of North Hanover and posted by the Secretary of the Board of Education on the heretofore mentioned bulletin boards.

FORM A - NOTICE OF ANNUAL SCHEDULED MEETINGS

Notice is hereby given by the Board of Education of the Township of North Hanover that the following is a list of the Regular Meetings of the Board of Education of the Township of North Hanover:

- | | |
|-------------------|--------------------|
| January 21, 2020 | June 9, 2020 |
| February 11, 2020 | July 21, 2020 |
| February 25, 2020 | August 25, 2020 |
| March 10, 2020 | September 15, 2020 |
| March 24, 2020 | October 13, 2020 |
| April 7, 2020 | November 10, 2020 |
| April 28, 2020 | December 8, 2020 |
| May 12, 2020 | |
| May 26, 2020 | |

January 5, 2021 (reorganization)

REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS

All such meetings are to be held at the Upper Elementary School (Media Center), Jacobstown, N.J. A work session in which no board action will be taken will begin at 6:00 PM and the Regular Meeting will begin at 7:00 PM. Formal official action may be taken at such Regular meetings of the Board on any and all business involving the Board of Education of the Township of North Hanover.

7.6. **NJSBA Delegate**

be appointed as a Delegate to the New Jersey School Boards Association and to the Burlington County School Boards Association for the purpose of representing the Board of Education of North Hanover Township at all Association meetings.

7.7. **NJSBA ALTERNATE DELEGATES**

All members be appointed as the Alternate Delegate to the New Jersey School Boards Association for the purpose of representing the Board of Education of North Hanover Township at all Association Meetings when the Delegate is unable to attend the meeting.

7.8. **SUPERINTENDENT AUTHORITY-PERSONNEL**

The Superintendent of Schools be authorized to employ faculty and staff members between Board meetings and report for approval by the Board such employment at the next meeting of the Board of Education.

7.9 **SUPERINTENDENT AUTHORITY-FINANCE**

The Superintendent of Schools be authorized to approve transfer of funds between Board meetings and to report for approval by the Board such transfers at the next meeting of the Board of Education.

7.10. **PARTICIPATION:NATIONAL ORGANIZATIONS/CONFERENCES**

The Board recognizes the importance of participation in the process of securing federal dollars (Impact Aid) to ensure the financial resources to provide a thorough and efficient education to all students of the district. To this end the Board encourages and supports its role and participation with national organizations that support the securing of federal dollars to include but not limited to the National Association of Federally Impacted Schools and the Military Impacted Schools Association. This support includes extraordinary expenses for membership, participation at national workshops, and travel associated with these national organizations for all board members, the superintendent, business administrator and other individuals as approved by the Board of Education.

The Board further encourages the Superintendent of Schools and the Business Administrator to become active in the organizational structure of these organizations.

7.11. **ATTENDANCE AT CONFERENCES**

WHEREAS, recognizing the importance of securing Federal dollars due to the Federal presence affecting the North Hanover Township School District, it is necessary for certain officials to participate in national organizations and to attend national conferences to protect the funding so vitally essential to the financial well being of the school district, and

WHEREAS, it is also necessary for officials to attend conferences, workshops and/or seminars to promote their professional development in the exercise of their duties and responsibilities;

NOW THEREFORE BE IT RESOLVED, that in accordance with Board Policy #6471 the following officials may attend during the balance of the 2019-2020 school year and during the 2020-2021 school year, the National Association of Federally Impacted School conferences; the Military Impacted Schools Association conferences; New Jersey School Boards Association/ New Jersey Association of School Administrators/New Jersey Association of School Business Officials workshop; the National Association of School Administrators Conference; the National School Boards Association Conference; the National Association of School Administrators Conference and/or the New Jersey Association of School Business Officials Conference:

Helen E. Payne	Amy S. Lerner	William C. Sullivan
Janet W. Bruder	Nancy Morrow	Noreen West

Bryan Reading JB-MDL Liaison to the Board

BE IT RESOLVED that Impact Aid funds will be utilized to fund all expenses incurred with Federal (NAFIS – MISA – DOE) related activities and other travel expenses approved by the Board.

8. **RECEIPT OF CODE OF ETHICS**

The Board approve the following item:

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the North Hanover Township Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.

- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

9. PERSONNEL

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

9.1 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):

9.1.1 *Rachel Morreale, 1:1 K3 Educational Assistant, Endeavour School at a salary of \$19,388 (Step 1, 1.0 FTE) to be pro rated for period of employment effective on or about January 16, 2020.

9.2 Extra Pay

9.2.1 Level II Educational Assistant Stipend

For Rachel Morreale to receive a Level II Educational Assistant stipend of \$2,000.00 (to be prorated for period of employment and paid with the last pay in June, 2020)

9.2.2 Pre-K Parent Meeting

9.2.2.1 The following staff to present at the PreK Parent Meeting for up to 1 hour at the rate of \$25 per hour in accordance with the NHTEA contract:

Diana Cartmill, William Carosia

9.2.2.2 The following staff to attend/present at PreK Parent Informational Sessions for up to three hours at the rate of \$25 per hour in accordance with the NHTEA Contract using PEEA funding:

Patty Bland, Erin Potter, Jen Gaulrapp

9.3 Revised Salary

Annamarie Fielding, teacher, to move across the guide from a salary of \$63,274 (Step 7, BA) to a salary of \$65,019 (Step 7, BA+15) effective February 1, 2020.

9.4 Mentor(s) 2019-2020 School Year

<u>New Hire</u>	<u>Mentor</u>
Katherine Stypinsky	Louisa Cottone

9.5 Revised Contract

Gabrielle Meck, School Psychologist, from part time and a salary of \$39,719.40 (.06 FTE, Step 1, MA+30) to full time and a salary of \$66,199 (1.0 FTE, Step 1, MA+30) effective January 1, 2020.

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

9.6.1 Contract with NHTEA

Dale Marshall, 113 accumulated sick days @\$50.00/day for a total of \$5,650.00

9.6.2 Lee Hill:

10 unused vacation days plus 10 accrued vacation days @\$395.25/day for a total of \$7,905.00
326 accumulated sick days @ \$50.00/day for a total of \$16,300.00

10. INSTRUCTIONAL

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

10.1 Field Trips 2019/2020 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
Endeavour	3/20/2020	\$1699.00	K

10.2 Catherine Dieker, student at TCNJ to observe Ms.Ortega’s classroom for up to 10 hours as a requirement for her coursework for this semester.

11. TRAVEL

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

11.1 Travel for 2020 NAFIS Conference:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	NAFIS Conference Washington DC	3/13-18/2020	\$2,900
A. Lerner	NAFIS Conference Washington DC	3/13-18/2020	\$2,900

11.2 Travel for Military Connected School Administrator Summit:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
H. Payne	MCSAS Chicago, IL	7/11-15/2020	\$1,850
A. Lerner	MCSAS Chicago, IL	7/11-15/2020	\$1,850
J. Danely	MCSAS Chicago, IL	7/12-15/2020	\$1,600
J. Alvarez	MCSAS Chicago, IL	7/12-15/2020	\$1,600
R. Scranton	MCSAS Chicago, IL	7/12-15/2020	\$1,600
C. Fletcher	MCSAS Chicago, IL	7/12-15/2020	\$1,600
J. Grenger	MCSAS Chicago, IL	7/12-15/2020	\$1,600
G. Paterson	MCSAS Chicago, IL	7/12-15/2020	\$1,600

11.3 Travel for Professional Development:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
J. Carmichael	American Library Association Conference Philadelphia, PA	1/27/2020	\$130.00

C. Miller	American Library Association Conference Philadelphia, PA	1/27/2020	\$80.00
J. Carmichael	The Role of the School Team, New Brunswick, NJ	2/26/2020	\$32.65
D. Wharton	CPR/BLS Healthcare Provider Renewal, Virtua	1/13/2020	\$85.00

12. **POLICIES-FIRST READING**

P 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)(Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R 8600	Student Transportation (M)(Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M)(Revised)
P 8670	Transportation of Special Needs Students (M)(Revised)

13. **SUPERINTENDENT'S INFORMATIONAL ITEMS**

13.1 Enrollment

Grade	Students	Sections	Class Size
OOD	4		
3F	88	6	14.6
4F	137	10	13.7
K	164	9	18.2
1	147	7	21
2	142	7	20.2
3	128	6	21.3
4	115	6	19.1
5	124	6	20.6

6	145	6	24.1
Total	1194		

13.2 Non-School Use

UES: NHT Recreation--Adult Volleyball, 1/8/2020 through 3/25/2020:
 Wednesday nights from 7:30PM-9 PM
 NHT Summer Rec Program; Use of gym/auditorium for various activities

13.3 Fire/Emergency Drills-December 2019

Endeavour: 12/18 (emergency); 12/19 (fire)
 CB Lamb: 12/20 (emergency) 12/19 (fire)
 UES: 12/17 (emergency); 12/10 (fire)

14. NEW BUSINESS

15. PUBLIC SESSION

15. MOTION TO ADJOURN