

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
January 22, 2020

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 January 9, 2020.
- 2) Electronically forwarded written notice to the Burlington County Times on January 9, 2020.
- 3) Filing written notice with the Clerk of North Hanover Township on January 9, 2020.
- 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 January 7, 2020.
- 4.2 Approval of the transfers to the 2019-2020 budget in the amount of \$37,984.14 for the month of November 2019.
- 4.3 To approve the Budget Status Report for November 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 November 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 November 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 November 2019.
- 4.6 Approval of the Suspension report to date.
- 4.7 Approval of the payment of bills for the 2019-2020 budget totaling \$717,328.15.

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

6. **AUDITORS PRESENTATION**

7. **RECOGNITION FROM BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND (BCIP/JIF)**

- ❖ \$1,000 Basic Level Safety Incentive Plan
- ❖ \$1,000 Timely Reporting of Claims (within 24 hours)
- ❖ \$1,000 Loss Ratio under 50%

8. **PERSONNEL**

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

8.1 **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):

8.1.1 *Kristie Hipple, long term leave replacement teacher, at a salary of \$62,709 (Step 1, MA, 1.0 FTE) to be prorated for period of employment effective on or about February 3, 2020.

8.1.2 *Rachel Benoit, 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 February 1, 2020.

8.2 **Revised Date of Employment**

Tiffanie Warder, leave replacement for Grade 3 ICR, Endeavour School effective on or about February 3, 2020.

8.3 **Sub Bus Aide**

Madison Comisky, sub bus aide, District @ \$ 12.00/hour.

8.4 **Appointment**

Amy Lerner be appointed as the Public Agency Compliance Officer (P.A.C.O.) for the North Hanover Township School District.

8.5 **Resignation/Retirement**

Eva Young, school bus driver/duplicating clerk, District, effective July 1, 2020 for the purpose of retirement.

8.6 Days without Pay

J. L., Educational Assistant, days without pay, February 19, 20 and 21, 2020.

8.7 Extra Pay

8.7.1 Responsive Classroom Study Session

The following staff for Responsive Classroom Study to be paid the following hours at a rate of \$15/hour as per the NHTEA Agreement and utilizing Title II funds:

<u>Name</u>	<u>Hours</u>
Melissa Gaskins	4
Joy Blatherwick	5
Jimmy Alvarez	1
Kerri Enslin	3
Christine Brough	3
Gina Laurenti	1
Alyssa Barreto	2
Jeanette Stavro	2
Karen Hallman	1
Tara Clancy	3
Emily Anderson	2
Robin Sandoval	2
Jennifer Choi	2
Jena Bulvin	7
Marci Romano	2
Susan Mead	2
Kristen Mehlig	4
Megan Thompson	2
Annamarie Fielding	2
Violet Ortega	2
Erin Funk	2
Christine Rossi	3
Noelle Schappell	2
Fran Dutton	2
Beth Litus	6
Melaney Loose	5
Beth Misselhorn	2
Brenda Raylock	2
Debby Wilson	3
Kristina Papa	1

8.7.2 Eyes on Math Session

The following staff for Eyes on Math session to be paid six hours at a rate of \$15/hour as per the NHTEA Agreement and utilizing Title II funds:

Melissa Gaskins, Joy Blatherwick, Kerri Enslin, Karen Hallman, Emily Anderson, Robin Sandoval, Jena Bulvin, Lisa Castellani, Fran Dutton

8.7.3 Responsive Classroom and Eyes on Math Study Session

The following staff for Responsive Classroom and Eyes on Math Study Session to be paid for no more than 15 hours at a rate of \$30/hour (as team instructors) as per the NHTEA Agreement and utilizing Title II funds:

Jessica Procopio
Leigh Ann Peter

8.7.4 Bus Driver/Aide Safety Training

The following staff for mandatory bus driver/aide training to be paid their hourly rate on March 7, 2020 @ Northern Burlington Regional School District:

Virginia Vandervort, Eva Young, John Giberson, Brian Walton, Dave Barnes, Vernie Stanley, Kristee Adwell, MaryAnn Pingitor, Vernetta Romano, Kate Greene, Diane VonSchmidt, Kathy Boesch, Jessica Little

9. **FINANCIAL**

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

9.1 Addendum to Agreement

Addendum to the Agreement between the North Hanover Township School District and ESS Northeast, LLC to include substitute clerical positions at the per diem rate of \$118.15.

9.2 Donation Acceptance

Acceptance of a donation of a medical chair from Bristol-Myers Squibb valued at \$899.

9.3 Change order-CB Lamb School

To approve change order # 4 to the contract with Netta Architects in the amount of \$5,600 for additional architecture/engineering support services for revised main entrance including terrazzo floor and ceiling designs for the CB Lamb School project.

9.4 Approve Annual Financial Audit

To accept and approve the North Hanover Township School District's Comprehensive Annual Financial Report (CAFR) and Audit Management Report, both without recommendations, for the 2018-2019 school year, and to approve submission of the report to the State Department of Education.

9.5 RESOLUTION TO WITHDRAW BID

WHEREAS, the North Hanover Township Board of Education advertised for bids for General Construction of a Maintenance Building at Endeavour Elementary School and six bids were received on January 9, 2020; and

WHEREAS, Marino General Construction submitted a base bid in the amount of \$325,000; and

WHEREAS, Marino General Construction has requested to withdraw their bid due to a mathematical error made in their bid submission;

NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the bid submission withdraw request from Marino General Construction for General Construction of a Maintenance Building at Endeavour Elementary School is approved.

9.6 Award of Contract

RESOLUTION OF THE NORTH HANOVER TOWNSHIP BOARD OF EDUCATION TO ACCEPT A BID AND AWARD A CONTRACT WITH LEVY CONSTRUCTION COMPANY, INC. FOR THE MAINTENANCE BUILDING PROJECT AT ENDEAVOUR ELEMENTARY SCHOOL

WHEREAS, the North Hanover Township Board of Education advertised for bids for a Maintenance Building Project at Endeavour Elementary School Project and six bids were received on January 9, 2020; and

WHEREAS, upon review of the bids, the Board's Construction Manager, PW Moss and Associates, have recommended the awarding of the contract to Levy Construction Company, Inc.; and

WHEREAS, Levy Construction Company, Inc. has submitted a base bid in the amount \$463,000 ("the proposal"), a copy of which is 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 Contracts Law and the Board's specifications; and

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

NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the total bid in the amount of \$463,000.00 is accepted and that the contract for the Maintenance Building Project at Endeavour Elementary School is awarded to Levy Construction Company, Inc.

9.7 Change order-Endeavour School

To approve change order # 2 to the contract with PW Moss & Associates in the amount of \$32,300 for an extension of their contract through December 31, 2019 due to the extension of time of construction schedules and punch list completion.

9.8 Impact Aid Reserve Transfer

To approve the transfer from Impact Aid Reserve account in the amount of \$5,753,500 to the general fund budget for costs associated with the Phase II renovation project at CB Lamb Elementary School

9.9 Professional Services Contract

To approve a contract with PW Moss & Associates to provide design and construction administration services the Phase III General Construction Project at Endeavour Elementary School in the amount of \$21,960.

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>
CB Lamb	3/19/2020	\$1101.00	K
UES/CB Lamb	3/24/2020	\$372.55	4
Endeavour	3/25/2020	\$446.55	4
Endeavour	3/31/2020	\$448.55	4

11. 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>
H. Payne	ADC Installation Innovation Forum San Antonio, TX	2/9-12/2020	\$1,600.00
B. Reading	NAFIS Conference Washington DC	3/14-18/2020	\$1,200.00

L. Evans	Best Practice for Paraprofessionals, Camden County College	1/24/2020	\$180.00
S. Humble	Trauma Informed Compassionate Classrooms Princeton, NJ	3/16/2020	\$220.00

12. POLICIES-SECOND READING AND ADOPTION

Motion to approve the following policies and regulations based on the recommendation of the Superintendent:

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	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		

13.2 Non-School Use

CB Lamb:	PTO Preschool Carnival Prep: 1/9,1/16,1/23, 2020: 2:45 PM-5PM PTO Winter Family Night, 2/14/2020; 4PM-9PM
Endeavour:	PTO General Meetings; 1/29,2/25,3/25, 2020; 6PM-7PM
UES:	NHT Recreation Basketball Banquet; April 2, 2020; 5:30 PM- 8:30 PM

14. NEW BUSINESS

15. PUBLIC SESSION

16. MOTION TO ADJOURN