

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
March 10, 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, Wrightstown, NJ; Principal’s Office, Clarence B. Lamb Elementary School, Jacobstown, 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 (19-20 appointments) 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, Work Session and Executive Session Minutes for February 12, 2020 and February 25, 2020.
- 4.2 Approval of the payment of bills for the 2019-2020 budget totaling \$730,047.42.
- 4.3 Approval of the Gross payroll for February 2020 \$1,394,323.12.
- 4.4 Approval of the transfers to the 2019-2020 budget in the amount of \$51,006.92 for the month of January 2020.
- 4.5 To approve the Budget Status Report for January 2020 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.
- 4.6 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 January 31, 2020 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 January 31, 2020 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.
- 4.7 Approval of the Board Secretary and Treasurer report for the month of January 2020.
- 4.8 Approval of the Suspension report to date.

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

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 *Holly Crandall, Educational Assistant, CB Lamb School, at a salary of \$19,338 (Step 1-2, 1.0 FTE) effective April 1, 2020.

6.2 Leaves of Absence Recommended for Approval

Employee	Type of Leave-use of sick days	Approx Dates of FMLA	Approx Dates of FMLA/ NJFLA	Approx Dates of NJFLA	Approx Dates of Unpaid Child Rear	Anticipated Return to Work Date
D.D.	N/A	N/A	February 19, 2020 through March 13, 2020	N/A	N/A	March 16, 2020
S. H.	N/A	N/A	September 1, 2020 through November 23,2020	N/A	November 24, 2020 through November 30, 2020	December 1, 2020

6.3 Resignation

Jennifer Gonzalez Ortiz, Educational Assistant, resignation effective March 1, 2020.

6.4 Payment of Unused Vacation days as per contract

Michelle Stecchini, payment of 5 unused vacation days plus 11.5 accrued vacation days @ 499.20/day for a total of \$8,236.80.

7. **INSTRUCTIONAL**

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

7.1 Field Trips 2019/2020 School Year

<u>School</u>	<u>Date</u>	<u>Cost</u>	<u>Grade</u>
C.B. Lamb	5/26/2020	\$790.60	1

7.2 Student Teacher(s)

7.2.1 Stefani Russell, student at Rowan College at Burlington County to observe 20 hours in a classroom (Michelle Kinsella, Kindergarten, CB Lamb School) as required by Rowan to fulfill the requirements of her course.

7.2.2 Madeline Sarti, student at Rowan University, to complete a six week placement in a Special Education setting (Vivian Martinez, CB Lamb School) from May 5, 2020 through June 17, 2020 as required to obtain her special education endorsement.

7.2.3 Lucy Cacace, student at Rowan University, Clinical Practice I, Fall 2020: September 1, 2020 through December 9, 2020 and Clinical Practice II, Spring: January 19, 2021 through May 7, 2021 (Lindsey Dalton, Endeavour School) as required to fulfill the requirements of her courses.

8. **FINANCIAL**

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

8.1 2020-2021 Tentative Budget

BE IT RESOLVED that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>Budget</u>	<u>Tax Levy</u>
Total General Fund	\$22,939,216	\$
Total Special Revenue Fund	<u>\$ 3,733,512</u>	<u>n/a</u>
Totals	\$26,672,728	\$

And to advertise said tentative budget in the Burlington County Times in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that the North Hanover Township Board of Education includes in the proposed budget the adjustment for increased enrollment in the amount of \$. The additional funds are included in the base budget and will be used to pay for the additional increases in new staff salaries; and

BE IT FURTHER RESOLVED that the North Hanover Township Board of Education includes in the proposed budget the adjustment for the use of banked cap in the amount of \$. The additional funds are included in the base budget and will be used to pay for the additional increases in new staff salaries by June 30, 2021; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Media Center of the Upper Elementary School, 331 Monmouth Road, Wrightstown, New Jersey on May 1, 2020 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

8.2 Travel and Related Expense Reimbursement 2020-2021

WHEREAS, the North Hanover Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

WHEREAS, the North Hanover Township Board of Education established \$85,000 as the maximum travel amount for the current school year and has expended \$46,612.89 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$85,000 for all staff and board members for the 2020-2021 school year.

8.3 Risk Management Consultant

WHEREAS, the North Hanover Township Board of Education hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMS, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint EJA/Capacity Insurance Agency LLC as its RMC; and

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

8.4 RESOLUTION OF THE NORTH HANOVER TOWNSHIP BOARD OF EDUCATION TO ACCEPT A BID AND AWARD A CONTRACT WITH HONEYWELL INTERNATIONAL FOR THE BUILDING AUTOMATION, HVAC, MECHANICAL, VIDEO, AND SECURITY SYSTEMS MAINTENANCE

WHEREAS, the North Hanover Township Board of Education advertised for bids for Building Automation, HVAC, Mechanical, Video, and Security Systems Maintenance and one bid was received on March 3, 2020; and

WHEREAS, Honeywell International has submitted a bid in the amount of \$189,173 for the 2020-2021 school year ("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 bid in the amount of \$189,173.00 is accepted and that the contract for the Building Automation, HVAC, Mechanical, Video, and Security Systems Maintenance is awarded to Honeywell International.

9. SUPERINTENDENT'S INFORMATIONAL ITEMS

9.1 Enrollment

Grade	Students	Sections	Class Size
OOD	4		
3F	89	6	14.8
4F	137	10	13.7
K	166	9	18.4
1	150	7	21.4
2	143	7	20.4
3	131	6	21.8
4	115	6	19.1
5	124	6	20.6
6	144	6	24
Total	1203		

9.2 Fire/Emergency Drills-February 2020

Endeavour: 2/6 (emergency); 2/24(fire)
 CB Lamb: 2/5 (emergency); 2/28 (fire)
 UES: 2/26 (emergency); 2/3 (fire)

10. NEW BUSINESS

11. PUBLIC SESSION

12. MOTION TO ADJOURN