

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
May 5, 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 March 21, 2020.
- 2) Electronically forwarded written notice to the Burlington County Times on March 21, 2020.
- 3) Filing written notice with the Clerk of North Hanover Township on March 21, 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.

5. **CONSENT AGENDA APPROVAL – ITEMS –5.1-5.7**

Motion to approve the following consent agenda items based on the recommendation of the Superintendent:

- 5.1 Approval of the Regular, Work and Executive Session Minutes for April 7, 2020.
- 5.2 Approval of the payment of bills for the 2019-2020 budget totaling \$1,347,341.54.
- 5.3 Approval of the Gross payroll for April 2020 \$1,399,543.34.
- 5.4 Approval of the transfers to the 2019-2020 budget in the amount of \$14,622.23 for the month of March 2020.
- 5.5 To approve the Budget Status Report for March 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.
- 5.6 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 March 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 March 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.
- 5.7 Approval of the Board Secretary and Treasurer report for the month of March 2020.

6. **PUBLIC HEARING AND ADOPTION OF THE 2020-2021 SCHOOL YEAR BUDGET**

A presentation on the 2020-2021 Budget and a Public Hearing will be conducted.

Motion for the Board approve the following resolutions:

6.1 **Adoption of the 2020-2021 School Year Budget And Tax Levy**

WHEREAS, the North Hanover Township Board of Education adopted a tentative budget on March 10, 2020 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 14, 2020, and

WHEREAS, the tentative budget was advertised in the legal section of the Burlington County Times on May 1, 2020; and

WHEREAS, the tentative budget was presented to the public during a public hearing on May 5, 2020; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2020-2021 School Year and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

	<u>Budget</u>	<u>Tax Levy</u>
Total General Fund	\$22,939,216	\$3,361,491
Total Special Revenue Fund	<u>\$ 3,733,512</u>	<u>n/a</u>
Totals	\$26,672,728	\$3,361,491

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 \$71,652. 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 \$139,034. 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.

6.2 **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.

6.3 4F Tax Levy Certification Form A and B

Motion for the Board approve the following resolution:

RESOLVED, that the amount required for school purposes in the school district of North Hanover Township, County of Burlington for the 2020-2021 school year is \$3,361,491 and is required to be levied for local school district purposes.

6.4 Adoption of Tax Levy Schedule

For the Board of Education to adopt the tax levy schedule for the 2020-2021 and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

July 31, 2020	\$ 840,372.75
October 31, 2020	\$ 840,372.75
January 31, 2021	\$ 840,372.75
April 30, 2021	<u>\$ 840,372.75</u>
Total	\$3,361,491.00

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 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
T.M.	4/22-5/4/20 5/5/20 (a.m.) personal				5/5/20 p.m. to end of year	9/1/2020

8.2 Resignation/Retirement

8.2.1 Janice Jackson, Float Nurse, District, resignation effective July 1, 2020.

8.2.2 Caroline Bruner, teacher, resignation effective July 1, 2020.

8.2.3 Susan Mead, teacher, resignation effective July 1, 2020.

8.2.4 Patricia Bland, Community and Parent Involvement Specialist, District, resignation effective July 1, 2020 for the purpose of retirement.

8.2.5 Sheila Higgins, Interventionist, resignation effective July 1, 2020 for the purpose of retirement.

8.3 Extra Pay

8.3.1 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):

Christel Beck, Chrissy Closson, Jennifer Choi, Mary Scharr

8.4 Payment of unused sick days as per contract

8.4.1 Sharon Dwyer, 5 accumulated sick days @ \$35.00/day for a total of \$175.00

9. **FINANCIAL**

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

9.1 Professional Services Contract

Approval of the agreement with the Burlington County Special Services District/Educational Services Unit to provide various professional services as requested by the school district for the 2020-2021 school year at the rates as per the attached fee schedule.

9.2 Change Orders

9.2.1 Change Orders - CB Lamb Elementary-Phase II

The following change orders for Dandrea Construction Co. for the CB Lamb Elementary School Phase II project:

CO#2	\$173,014	Replace HVAC in 5 classrooms
CO#3	\$160,915	Required fire and safety changes due to code Code official review; lobby and corridor ceiling changes
CO#4	\$182,418	Changes to sitework, lobby & foyer, and credit for asbestos removal

9.2.2 Change order-CB Lamb Elementary-Phase I

To approve change order # 2 to the contract with Levy Construction in the amount of \$6,691.84 for additional work associated with the installation of new fans and exhaust in PreK classrooms.

9.3 Award of Contract

RESOLUTION OF THE NORTH HANOVER TOWNSHIP BOARD OF EDUCATION TO ACCEPT A BID AND AWARD A CONTRACT WITH J.H. WILLIAMS ENTERPRISES, INC. FOR THE PHASE III GENERAL CONSTRUCTION PROJECT AT ENDEAVOUR ELEMENTARY SCHOOL

WHEREAS, the North Hanover Township Board of Education advertised for bids for a Phase III General Construction Project at Endeavour Elementary School Project and two bids were received on April 21, 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 J.H. Williams Enterprises, Inc.; and

WHEREAS, J.H. Williams Enterprises, Inc. has submitted a base bid in the amount \$325,000 ("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 \$325,000.00 is accepted and that the contract for the Phase III General Construction Project at Endeavour Elementary School is awarded to J.H. Williams Enterprises, Inc.

9.4 Impact Aid Reserve Transfer

To approve the transfer from Impact Aid Reserve account in the amount of \$600,000 to the general fund budget for costs associated with the renovation project at CB Lamb Elementary School.

9.5 COMPUTER SOFTWARE MAINTENANCE-ACCOUNTING

WHEREAS, the North Hanover Township Board of Education has need for Computer Software Maintenance services to assist the district in daily usage of budget, payroll, and personnel software for the 2020-2021 School Year, and

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and is not reasonably possible to describe the required services with written bid specifications; and

NOW, THEREFORE, be it resolved that the North Hanover Township Board of Education shall award a contract in the amount of \$18,375 for these services during the 2020-2021 school year as an extraordinary unspecifiable service to Asbury Park Information Technology Center, Asbury Park, NJ.

BE IT FURTHER RESOLVED that the details of the computer software maintenance services and the costs will be covered by a mutually agreed upon contract filed in the Business Administrator/Board Secretary's Office.

9.6 2020-2021 Food Service Management Contract

To renew the food service management contract with Nutri-Serve Food Management, Inc. at the flat fee of \$43,948.79 for the 2020/2021 school year.

10. SUPERINTENDENT'S INFORMATIONAL ITEMS

10.1 Enrollment

Grade	Students	Sections	Class Size
OOD	4		
3F	90	6	15
4F	137	10	13.7
K	163	9	18.3
1	151	7	21.4
2	143	7	20.4

3	130	6	21.5
4	116	6	19.1
5	126	6	20.6
6	144	6	24
Total	1204		

11. **NEW BUSINESS**
12. **PUBLIC SESSION**
13. **MOTION TO ADJOURN**