

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
December 8, 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 and April 7, 2020.
- 2) Electronically forwarded written notice to the Burlington County Times on January 9, 2020 and April 7, 2020.
- 3) Filing written notice with the Clerk of North Hanover Township on January 9, 2020 and April 7, 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 (20-21 appointments and contracts).
3. The Board will take action following closed executive session.
4. It is anticipated that the closed executive session will last approximately Twenty (20) 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, Executive and Work Session Minutes for November 10, 2020.
- 4.2 Approval of the payment of bills for the 2020-2021 budget totaling \$1,966,235.99.
- 4.3 Approval of November 2020 payroll: \$1,448,754.22.
- 4.4 Approval of the transfers to the 2020-2021 budget in the amount of \$354.00 for the month of October 2020.
- 4.5 To approve the Budget Status Report for October 2020 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2020-2021 budget; further, that sufficient funds are currently available to meet the district’s current financial obligations for the 2020-2021 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 October 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 October 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 October 2020.
- 4.8 Approval of the HIB report #7214.

5. **PRESENTATION BY MRS. APRIL WAWRYK, DoDEA DIRECTOR**

6. **PUBLIC COMMENT ON AGENDA ITEMS ONLY**

(The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

7. **PERSONNEL**

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

7.1 **Employment 2020-2021 School Year**

Approve the following personnel for employment for the 2020-2021 school year(*pending completion of paperwork, criminal history background check and receipt of all Sexual Misconduct/Child Abuse Disclosure Release Form(s):

7.1.1 *Jennifer Bucko, Teacher, Grade 2, CB Lamb School, at a salary of \$59,832 (1.0 FTE, Step 3, BA) effective on or about January 16, 2021 to be prorated for period of employment.

7.1.2 Patrick O'Connor, Grade 2, Endeavour School, at a salary of \$58,232 (1.0 FTE, Step 1, BA) effective January 1, 2021 to be prorated for period of employment.

7.2 **Resignation/Retirement**

7.2.1 Coleen Hatoff, Teacher, Endeavour School, resignation effective January 1, 2021 for the purpose of retirement.

7.2.2 Kathleen Wainwright, busaide, District, resignation effective November 14, 2020.

7.3 **Extra Pay**

7.3.1 **I&RS Meetings**

The following staff for I&RS meetings for the 2020-2021 school year to be paid \$30/hour as per the NHTEA Agreement:

Christel Beck, LeighAnn Peter, Sarah Humble, Corie Smylie, Donna Wharton, Grant Verity, Tiffany Dutton, Alexa Gatarz, Courtney Szymanski, Jessica Procopio, Diana Cartmill, Kristen Lynch

7.4 Professional Services 20-21 School Year

Martha Gomez-Bryan, Spanish-Bilingual Speech Evaluations
\$550.00/evaluation

7.5 District Substitute

Lisa Crawford, District Substitute Teacher, effective November 9, 2020 through December 23, 2020 to be paid at her contracted daily rate of pay.

7.6 Leaves of Absence Recommended for Approval

| Employee | Type of Leave-use of sick days/personal | Approx Dates of FMLA /EPSLA | Approx Dates of FMLA/ NJFLA/E-FMLA | Approx Dates of NJFLA | Approx Dates of Unpaid Leave | Anticipated Return to Work Date |
|----------|---|--|--|-----------------------|------------------------------|---------------------------------|
| J.G. | N/A | November 16, 2020 through December 1, 2020 | December 2, 2020 through December 31, 2020 | N/A | N/A | January 4, 2021 |

8. FINANCIAL

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

8.1 Impact Aid Capital Reserve Transfer

To approve the transfer from Impact Aid Capital Reserve account in the amount of \$55,000 to the general operating budget for costs associated with the Upper Elementary School Project.

8.2 Change Order-Upper Elementary School

Change order #2 to the contract with Netta Architects in the amount of \$42,300 for the addition to the scope of work to include safety and security upgrades to the district offices.

8.3 Security Grant

Approve the Bond Act School Security Grant application for school security upgrades in the North Hanover Township School District, CB Lamb Elementary School and funding for the installation of panic alarm systems to comply with Alyssa’s Law P.L.2019C.33 is prioritized in the amount of \$49,270.

8.4 Membership in Burlington County Insurance Pool Joint Insurance Fund (BCIP JIF)

WHEREAS, the North Hanover Township School District hereinafter referred to as “Board”, is a member of the Burlington County Insurance Pool Joint Insurance Fund, hereinafter referred to as “JIF”, and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF’s Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Burlington County Insurance Pool Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment.” and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board’s best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on *July 1, 2021*, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF’s Risk Management Program, which are generally described herein as follows:

1. Workers’ Compensation and Employers’ Liability
2. General Liability and Automobile Liability

3. Educator's Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Pollution and Mold Legal Liability
9. Crisis Protection Program
10. Unmanned Aerial Systems Liability
11. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints Amy Lerner as its Delegate to the JIF and empowers said Delegate to; exercise the voting rights provided in the JIF's Bylaws to Delegates in a manner which best protects the Board and JIF, to implement and strengthen the Board's safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

9. INSTRUCTIONAL

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

- 9.1 Approve the McREL Teacher Evaluation instrument for the 2020-2021 school year.
- 9.2 Riley Arocho, Stockton University student, to complete 80 hours of CP1/Introductory Fieldwork/Observation, at UES, for the Spring 2020 semester.(January 19, 2021 through April 30, 2021)

10. POLICIES/REGULATIONS FIRST READING

Motion to approve the first reading of the following policies, based on the recommendation of the Superintendent:

| | |
|---------------|---|
| P 5756 | Transgender Students (M) |
| P 1620 | Administrative Employment Contracts (M) (Revised) |
| P 2464 | Gifted and Talented Students (M) (Revised) |
| P 6440 | Cooperative Purchasing (M) (Revised) |
| P & R 6470.01 | Electronic Funds Transfer and Claimant Certification (M) (New) |
| P & R 7440 | School District Security (M) (Revised) |
| P 7450 | Property Inventory (M) (Revised) |

11. SUPERINTENDENT'S INFORMATIONAL ITEMS

11.1 Enrollment

| Grade | Students | Sections |
|-------|----------|----------|
| OOD | 4 | |
| 3F | 67 | 6 |
| 4F | 108 | 9 |
| K | 150 | 7 |
| 1 | 169 | 8 |
| 2 | 133 | 8 |
| 3 | 149 | 7 |
| 4 | 129 | 6 |
| 5 | 109 | 5 |
| 6 | 122 | 6 |
| Total | 1140 | |

11.2 Fire/Safety Drills-September, October, November 2020

UES: 9/30,10/15,11/23 (fire); 9/23,10/21,11/23 (emergency)

CB Lamb: 10/7, 11/24 (fire); 10/28, 11/30 (emergency)

Endeavour: 9/30, 10/7, 11/20 (fire); 10/23, 11/24 (emergency)

12. NEW BUSINESS

13. PUBLIC SESSION

14. MOTION TO ADJOURN