

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
January 5, 2021

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

Nancy Morrow	1166	votes
Casey Noble	1314	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:

- 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. APPOINTMENT OF BASE LIAISON

Motion to appoint Lt Col Andrew Clemmenson an Ad hoc Member as the JB MDL Military School Advisor.

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 (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.

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, Executive and Work Session Minutes for December 8, 2020.
- 5.2 Approval of the payment of bills for the 2020-2021 budget totaling \$339,306.74.

- 5.3 Approval of December 2020 payroll: \$1,459,999.92.
- 5.4 Approval of the transfers to the 2020-2021 budget in the amount of \$108,477.02 for the month of November 2020.
- 5.5 To approve the Budget Status Report for November 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.
- 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 November 30, 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 November 30, 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 November 2020.

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, 2021 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 2020-2021 be now approved and adopted as policies and by-laws in force and effect for the 2020-2021 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 Endeavour 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.

7.6 **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 2021 to the Reorganization Meeting in the year 2022 - \$20.00

1. 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 2022 shall be in accordance with the list annexed hereto, designating the dates, times and place of such meetings entitled "Form A".

2. 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.

7.7 **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 26, 2021 | June 22, 2021 |
| February 23, 2021 | July 27, 2021 |
| March 9, 2021 | August 24, 2021 |
| March 23, 2021 | September 14, 2021 |
| April 13, 2021 | September 28, 2021 |
| May 11, 2021 | October 12, 2021 |
| May 25, 2021 | November 9, 2021 |
| | December 14, 2021 |

January 4, 2022 (reorganization)

7.8 **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 action may 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.

7.9 **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.

7.10 **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.

7.11 **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.

7.12 **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.

7.13 **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.

7.14 **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 2020-2021 school year and during the 2021-2022 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 | Casey Noble |
| 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. PERSONNEL

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

8.1 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):

8.1.1 *Erin Vimini, Teacher, Endeavour School, Grade 1, at a salary of \$63,467 (Step 1, MA) effective January 1, 2021 to be prorated for period of employment.

8.2 Mentor--2020-2021 School Year

New Hire
Erin Vimini

Mentor
Melissa Gaskins

8.3 Payment of Unused vacation and/or sick days as per contract:

9.3.1 Contract with NHTEA

Coleen Hatoff, 116 accumulated sick days @ \$50.00/day for a total of \$5,800.00.

9. INSTRUCTIONAL

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

9.1 Student Teachers

The following student teachers from Rowan University for full year clinical practice I & II placements: Spring Semester, January 25, 2021 through April 29, 2021 and Fall Semester, September 1, 2021 through December 16, 2021:

Lauren Romeo	Endeavour School
Julie Stewart	CB Lamb School

10. POLICIES/REGULATIONS SECOND READING

Motion to approve the second reading and adoption 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. OTHER BUSINESS

See Addendum

12. SUPERINTENDENT'S INFORMATIONAL ITEMS**12.1 Enrollment**

Grade	Students	Sections
OOD	4	
3F	69	6
4F	111	9
K	151	7
1	171	8
2	134	8
3	151	7
4	128	6
5	111	5
6	123	6
Total	1153	

12.2 Fire/Safety Drills- December 2020

UES: 12/16 (fire); 12/16 (emergency)
CB Lamb: 12/2 (fire); 12/10 (emergency)
Endeavour: 12/10 (fire)

13. NEW BUSINESS

14. PUBLIC SESSION

15. MOTION TO ADJOURN