

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
April 27, 2021

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 24, 2021.
- 2) Electronically forwarded written notice to the Burlington County Times on March 24, 2021.
- 3) Filing written notice with the Clerk of North Hanover Township on March 24, 2021.
- 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.
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 –4.1-4.6**

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 April 13, 2021.
- 4.2 Approval of the payment of bills for the 2020-2021 budget totaling \$423,178.09.
- 4.3 Approval of the transfers to the 2020-2021 budget in the amount of \$2,500 for the month of March 2021.
- 4.4 To approve the Budget Status Report for March 2021 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.
- 4.5 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, 2021 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, 2021 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.
- 4.6 Approval of the Board Secretary and Treasurer report for the month of March 2021.

5. **PUBLIC HEARING AND ADOPTION OF THE 2021-2022 SCHOOL YEAR BUDGET**

A presentation on the 2021-2022 Budget and a Public Hearing will be conducted.

Motion for the Board approve the following resolutions:

5.1 Adoption of the 2021-2022 School Year Budget And Tax Levy

WHEREAS, the North Hanover Township Board of Education adopted a tentative budget on March 23, 2021 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 March 31, 2021, and

WHEREAS, the tentative budget was advertised in the legal section of the Burlington County Times on April 18, 2021; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 27, 2021; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2021-2022 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 | \$23,775,510 | \$3,213,780 |
| Total Special Revenue Fund | <u>\$ 4,202,287</u> | <u>n/a</u> |
| Totals | \$27,977,797 | \$ 3,213,780 |

5.2 Travel and Related Expense Reimbursement 2021-2022

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 2021-2022 school year.

5.3 **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 2021-2022 school year is \$3,213,780 and is required to be levied for local school district purposes.

5.4 **Adoption of Tax Levy Schedule**

For the Board of Education to adopt the tax levy schedule for the 2021-2022 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, 2021 | \$ 803,445.00 |
| October 31, 2021 | \$ 803,445.00 |
| January 31, 2022 | \$ 803,445.00 |
| April 30, 2022 | <u>\$ 803,445.00</u> |
| _____ Total | \$3,213,780.00 |

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 **Resignation/Retirement**

7.1.1 Tiffany Warder, Teacher, Endeavour School, resignation effective July 1, 2021.

7.1.2 Ken Friedrich, Custodian, CB Lamb School, resignation effective April 23, 2021.

7.2 Paraprofessional Stipend

Kirby Hogencamp, \$2,700.00 paraprofessional stipend for the 2020-2021 school year, to be prorated for the period of employment (at 1.0 FTE), effective on or about April 8, 2021 and paid as per district policy.

7.3 Leaves of Absence Recommended for Approval

| Employee | Type of Leave-use of sick days/personal | Approx Dates of FMLA | Approx Dates of FMLA/ NJFLA | Approx Dates of NJFLA | Approx Dates of Unpaid Leave | Anticipated Return to Work Date |
|----------|---|----------------------|-----------------------------|-----------------------|------------------------------|---------------------------------|
| C.S. | 5/24/2021 through 6/3/2021 | N/A | N/A | N/A | 6/4/2021 through 6/10/2021 | 6/11/2021 |
| B.G. | N/A | N/A | N/A | N/A | 5/17 & 18/2021 | 5/19/2021 |

8. **FINANCIAL**

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

8.1 2021-2022 Food Service Management Contract

To renew the food service management contract with Nutri-Serve Food Management, Inc. at the flat fee of \$44,388.27 for the 2021/2022 school year.

8.2 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 2021-2022 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 \$18,860 for these services during the 2021-2022 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.

8.3 Cancel Checks

To cancel the following stale-dated checks from the Warrant Account:

| <u>Date</u> | <u>Check #</u> | <u>Amount</u> |
|-------------|----------------|---------------|
| 11/14/2017 | 4087 | \$ 5.89 |
| 02/12/2019 | 5958 | \$ 17.21 |
| 05/14/2019 | 6338 | \$ 13.55 |
| 05/14/2019 | 6378 | \$ 39.68 |
| 01/07/2020 | 7531 | \$1,000.00 |
| 06/09/2020 | 8026 | \$ 20.30 |
| 06/09/2020 | 8067 | \$ 167.00 |

9. INSTRUCTIONAL

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

- 9.1 To approve the contract with Burlington County Special Services School District, Burlington, NJ for one North Hanover Township resident student placed out of the district for the remainder of the 2020-2021 school year, effective April 19, 2021 at a rate of \$44,550 to be prorated for period of attendance.

10. TRAVEL

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

10.1 Travel for Military Connected School Administrator Summit:

| <u>Name</u> | <u>Conference</u> | <u>Date</u> | <u>Total</u> |
|-------------|--------------------|--------------|--------------|
| H. Payne | MCSAS, Chicago, IL | 7/10-13/2021 | \$2,000 |
| A. Lerner | MCSAS, Chicago, IL | 7/10-13/2021 | \$2,000 |
| J. Danley | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |
| J. Alvarez | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |
| R. Scranton | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |
| R. Lella | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |
| J. Grenger | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |
| G. Paterson | MCSAS, Chicago, IL | 7/11-13/2021 | \$1,800 |

T. Cioffi MCSAS, Chicago, IL 7/11-13/2021 \$1,800

11. SUPERINTENDENT'S INFORMATIONAL ITEMS

11.1 Enrollment

| Grade | Students | Sections |
|-------|----------|----------|
| OOD | 4 | |
| 3F | 78 | 6 |
| 4F | 120 | 9 |
| K | 158 | 7 |
| 1 | 176 | 9 |
| 2 | 134 | 9 |
| 3 | 154 | 7 |
| 4 | 127 | 6 |
| 5 | 115 | 5 |
| 6 | 130 | 6 |
| Total | 1197 | |

12. NEW BUSINESS

13. PUBLIC SESSION

14. MOTION TO ADJOURN