

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION AGENDA
December 12, 2016

A. CALL TO ORDER: Flag Salute and Moment of Silence

B. PRESIDENT’S STATEMENT:

This meeting has been advertised as a regular business meeting as follows:

- a) Posting written notice on the official bulletin boards at Discovery School, Atlantis 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 November 2, 2016.
- b) Electronically forwarded written notice to the Burlington County Times on November 2, 2016.
- c) Filing written notice with the Clerk of North Hanover Township on November 2, 2016.
- d) Filing written notice with the members and the secretary of this body.
- e) 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.

C. 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: Legal; Personnel; Contracts
- 3. The Board will take action following closed executive session.
- 4. It is anticipated that the closed executive session will last approximately thirty 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.

D. CONSENT AGENDA APPROVAL – ITEMS – 1-8

- 1. Approval of the Regular, Executive and Work Session Minutes for November 15, 2016 and Regular and Executive Minutes for November 30, 2016.

2. Approval of the gross payroll for November 2016 \$1,168,783.36.
 3. Approval of the transfers to the 2016-2017 budget for the month of October 2016 in the amount of \$3,335.31.
 4. To approve the Budget Status Report for October 2016 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2016-2017 budget; further, that sufficient funds are currently available to meet the district's current financial obligations for the 2016-2017 school year.
 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 October 31, 2016 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, 2016 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.
6. Approval of the Board Secretary and Treasurer reports for the month of October 2016.
 7. Approval of the report on Harassment, Intimidation and Bullying for the period November 14, 2016 through December 12, 2016. Incident #'s 38387CBL and 38768AS12062016.
 8. Approval of the North Hanover Schools suspension report to date.
 9. Public Comment on Agenda Items only (The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

E. AUDITOR'S PRESENTATION

2015-2016 Audit Presentation

F. PERSONNEL

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

1. Employment 2016/2017 School Year (*effective dates of employment are tentative upon completion of required paperwork and approvals)(**salary to be adjusted pending approval from the Board of the agreement with NHTEA)

**Alexandra Gillen, Paraprofessional, PSD, Discovery School (transferring from part time ed. asst.) effective 12/16/2016, Step 1, @ a rate of \$16,021.00 & \$2,000.00 stipend (prorated-\$10,413.65 & \$1,300.00).

*Edith Gomez, hourly/lunch recess aide, CB Lamb School effective on or about January 3, 2017 @ a rate of \$11.50/hour.

*Richanne Weitz, hourly/lunch recess aide, CB Lamb School effective on or about January 3, 2017 @ a rate of \$11.50/hour.

Substitute:

*Nancy Torbett, substitute custodian, substitute transportation aide, substitute hourly aide @ a rate of \$11.50/hour effective January 1, 2017.

*James Steinruck, substitute custodian @ a rate of \$11.50/hour effective January 1, 2017.

2. Transfer

Dawn Hill, Resource Aide, CB Lamb School, effective December 1, 2016.

3. Resignation

Kaitlin Silverstein, teacher, CB Lamb School, effective January 10, 2017.
Christine Milke, Paraprofessional, UES, effective January 1, 2017.

4. Intermittent Family Leave

To approve intermittent family leave for Pat Adragna under FMLA/NJFLA effective January 1, 2017.

5. NHTEA Agreement

Approval of the 2015-2018 Agreement between the North Hanover Township Board of Education and the North Hanover Township Education Association.

6. Extra Pay

a. Translation Services

To approve the following staff for no more than 5 hours to provide translation services for the 16-17 school year at \$12.50/hour (non-certificated) and \$25.00/hour (certificated) as per the agreement with the NHTEA:

Janet Quesada
Jennifer Plannell
Vivian Martinez

b. Report Card Revision

To approve the following staff to work on the report card revision and Curriculum alignment for no more than 3 hours to be paid \$25.00/hour using Title I funds:

Violet Ortega, Alexis Bruder, Christine Brough, Deanna Palermo, Devon Molaro, Jen Crane, Tammy Jensen, Jess Procopio, Karen Hallman, Kristie Lynch, Lisa Castellani, Melissa Gaskins, Melissa Wood, Luisa Cottone

c. Science Curriculum Revision

To approve the following staff to work on the Science Curriculum revision for no more than 5 hours to be paid \$30.00/hour using Title I funds:

Melissa Wood, Lindsey Walsh, Kristina Papa, Jen Murphy, Chrissy Closson, Jess Procopio, Maryann LeBeau

G. FINANCIAL

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

1. Field Trips 2016/2017 School Year

| <u>School</u> | <u>Date</u> | <u>Cost</u> |
|------------------|--------------|-------------|
| Discovery School | June 6, 2017 | \$2,080.56 |
| CB Lamb | May 31, 2017 | \$806.46 |

2. Approve Annual Financial Audit

To accept and approve the North Hanover Township School District's Comprehensive Annual Financial Report (CAFR) and Audit Management Report, both without recommendations, for the 2015-2016 school year, and to approve submission of the report to the State Department of Education.

3. Amendment to Agreement

To approve the amendment to the agreement with Invo Healthcare Associates to include providing of occupational therapy services at the rate of \$81 per hour.

4. Approval of Contract for Extraordinary Services

Approval of a contact for Burlington County Special Services for Extraordinary Services for one student placed out of district in the amount of \$37,750 for the 2016-2017 school year.

5. Tuition Contract-Eastampton

To approve the contract with the Eastampton Board of Education, Eastampton, NJ for three Eastampton resident students to attend the following beginning December 9, 2016 through June 30, 2017:

- One student in the full day pre-school disabled program at the Discovery School for the 2016-2017 school year at a tentative tuition rate of \$30,233 (to be prorated).
- Two students in the kindergarten program at the Discovery School for the 2016-2017 school year at a tentative tuition rate of \$17,181 per student (to be prorated).

H. TRAVEL

Motion to approve, based on the recommendation of the Superintendent, that the following resolutions be approved:

1. Travel for Professional Development:

| <u>Name</u> | <u>Conference</u> | <u>Date</u> | <u>Total</u> |
|-------------|--|----------------|--------------|
| J. Procopio | Walk through a Coaching Cycle Workshop | Online access | \$59.00 |
| R. Follmer | TECHSPO'17 Atlantic City, NJ | 1/26 & 27/2017 | \$600.00 |

I. BOARD OF EDUCATION COMMITTEE REPORTS

- | | |
|-----------------------------|---------------------------------------|
| 1. Financial Committee | 5. Buildings and Grounds Committee |
| 2. Personnel Committee | 6. Curriculum/Instructional Committee |
| 3. Transportation Committee | 7. Legislative Update |
| 4. Cafeteria Committee | |

Mr. Sullivan read the following report:

Legislative Committee Meeting
 New Jersey School Board Association
 Trenton, N.J. November 19, 2016

The Meeting was opened at 9 A.M. by Jason Jones, Vice President for Legislation /Resolutions. This was followed by the usual opening procedures - Roll Call, introduction of new Committee members, approval of minutes etc.

Then followed a series of State legislative Updates by Members of The NJSBA Staff.

Sharon Seyler gave the Federal Update. She discussed under the New Republican Administration one could expect less Federal and more State Control of Education. She also remarked that the new administration favors Charter Schools and vouchers for more school choice. An indication of possible future Federal Government thinking is a remark by U.S. Senator Lamar Alexander who says “we should do away with the Federal Department of Education.”

John Burns talked about things the State Board of Education is discussing. Among the things he mentioned were more regulation of Charter Schools. Also, can Charter School Students participate in Public Schools extracurricular activities such as plays, musicals, sports etc. This could incur additional cost to the public schools. Also it brings into question the matter of insurance coverage. He also discussed tougher regulation of Special Education Programs. The question also continues to arise as to whom the burden of proof lies upon for Special Education determinations, the parents or the schools. Currently it lies upon the schools. He also discussed the recommended Superintendent salary caps proposal by the State Board of Education which would compress the salary categories based on student population and increase the maximum salaries. This proposal if accepted would go into effect July 1, 2017.

Christopher Jones stated that any changes in State School Funding were at a standstill and probably will be until a new Governor is elected next year. He stated that this is Governor Christie’s last budget. He said there might be some mischief. For example that the County Superintendents would only approve school budgets that meet the Governor’s numbers.

The meeting closed at 11:45 A.M. This is but a brief summary of much discussion and many questions from Committee Members which were referred to and answered by members of the NJSBA Staff.

William C. Sullivan – Member of the NJSBA Legislative Committee

J. SUPERINTENDENT’S INFORMATIONAL ITEMS

a. **Enrollment:**

| Grade | Students | Sections | Class Size |
|-------|----------|----------|------------|
| OOD | 4 | | |
| 3H/3F | 19 | | |

| | | | |
|---------|------|---|------|
| 4F (SC) | 8 | | |
| K- SC | 4 | 1 | 4 |
| K4 | 112 | 6 | 18.6 |
| K5 | 162 | 8 | 20.2 |
| 1 | 140 | 7 | 20 |
| 2 | 153 | 8 | 19.1 |
| 3 | 143 | 7 | 20.4 |
| 4 | 171 | 8 | 21.3 |
| 5 | 131 | 6 | 21.8 |
| 6 | 144 | 6 | 24 |
| Total | 1191 | | |

b. **Non-School Use**

Atlantis: PTO Holiday Shop, December 5-9, 2016: 8 AM-3 PM
PTO Holiday Shop/Treats for Troops Decorating Event;
December 7, 2016, 4:30 PM-8 PM

UES: NHTEA Pre-Ratification Info Meeting, 11/29/2016; 3:45 PM
NHTEA Ratification Meeting, 12/1/2016; 3:45 PM

CB Lamb: PTO Snowball Dance; January 27, 2017; 4 PM-9 PM

c. **Emergency/Fire Drills-November 2016**

C.B. Lamb: November 16 (fire); November 18 (emergency)

Discovery: November 9 (fire); November 15 (emergency)

Atlantis: November 14 (fire); November 18 (emergency)

UES: November 4 (fire); November 29(emergency)