

NORTH HANOVER TOWNSHIP SCHOOLS
BURLINGTON COUNTY, NEW JERSEY
Upper Elementary School
BOARD OF EDUCATION MINUTES
January 6, 2026

The Meeting of the North Hanover Township Board of Education was held in the Media Center located in the Upper Elementary School at 351 Monmouth Road in North Hanover Township.

The Following Members Were Present: Bryan Reading
Nancy Morrow
Ross Greene
Melissa Wood
Chris Mazzella
Dr. Michael Maschi, Superintendent
Amy Lerner, Business Administrator/Board Secretary

Also Present: Approximately eight (8) visitors

The Board Secretary assumes the Chair and called the meeting to order at 6:00 PM.

The official results of the School Board Election are announced.

Board of Education Member(s):

Full Three-Year Term

Melissa Wood	928 votes
Christopher Mazzella	766 votes

Mrs. Lerner administered the Oath of Office to the newly elected member(s).

APPOINTMENT OF BOARD PRESIDENT:

On a motion by Mrs. Morrow and seconded by Mr. Reading, Mrs. Lerner, Board Secretary, opened the nomination for the office of Board President.

Mrs. Morrow nominates Ross Greene as President of the North Hanover Township School District Board of Education. There is not a second to the motion.

Mr. Mazzella nominates Bryan Reading as President of the North Hanover Township School District Board of Education. Mr. Greene seconded the motion.

Mrs. Lerner asked if there were any other nominations and seeing as there were none, on a motion by Mr. Reading and a second by Mrs. Morrow, Mrs. Lerner closed the nominations for President.

Voice vote was all in favor, nominations were closed.

Roll Call Vote to elect Mr. Reading as Board President:

Ayes: Greene, Mazzella, Wood
Noes: Morrow
Abstain: Reading
Motion Carried

APPOINTMENT OF BOARD VICE-PRESIDENT:

On a motion by Mr. Reading and seconded by Mr. Greene, Mrs. Lerner, Board Secretary, opened the nomination for the office of Board Vice-President.

Mr. Reading nominated Mrs. Wood as Vice-President of the North Hanover Township School District Board of Education. Mr. Greene seconded the motion.

Mrs. Lerner asked if there were any other nominations and seeing as there were none, on a motion by Mr. Reading and a second by Mrs. Wood, Mrs. Lerner closed the nominations for Vice-President.

Voice vote was all in favor, nominations were closed.

Roll Call Vote to elect Mrs. Wood as Board Vice-President:

Ayes: Greene, Morrow, Mazzella, Reading

Noes: None

Abstain: Wood

Motion Carried

On a motion by Mr. Reading, seconded by Mr. Mazzella, Mrs. Lerner turned the meeting over to the newly elected Board President at 6:06 PM. Voice vote was all in favor, motion carried unanimously.

1. **CALL TO ORDER**

Mr. Reading read the Open Public Meetings Act.

Mr. Reading led the 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, Superintendent of Schools' Office, and Clarence B. Lamb Elementary School, Wrightstown, NJ on January 4, 2025, and is posted on the district's website.
- 2) Electronically forwarded written notice to the Burlington County Times on January 4, 2025 and The Times of Trenton on January 14, 2025.
- 3) Filing written notice with the Clerk of North Hanover Township on January 14, 2025.
- 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. **ROLL CALL:** Greene, Mazzella, Morrow, Wood, Reading

4. **EXECUTIVE SESSION**

It was moved by Mr. Reading and seconded by Mrs. Morrow to approve the following resolution:

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 (2025-2026 Appointments).
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.

Voice vote was all in favor, the meeting adjourned to executive session at 6:07 PM.

On a motion by Mr. Reading and seconded by Mr. Mazzella and approved by unanimous voice vote, the executive session was adjourned, and the meeting was reconvened at 6:12 PM.

5. **COMMUNICATIONS** - None

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

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

This meeting will now be open to the public, referencing agenda items only. Please note that the board is here to listen. The public comment period is not designed to be a discussion. Accordingly, please do not expect the board to respond to your concerns and questions this evening. We take your concerns and questions very seriously and want to have sufficient time to allow our administration to process and research issues if need be. We will, however, respond to your questions and concerns at a future meeting or have the proper staff member get back to you at the appropriate time.

Also, please note that if your questions or comments pertain to litigation, students, personnel, or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

Please keep in mind that the public comment session is an opportunity for you to share your opinions and remarks with the Board, and it is not a question-and-answer session. We also recognize that our community may be polarized on some issues. We want our school board meeting to serve as an example to our students that each member of the board and community can deal with controversial issues in a civil manner and demonstrate mutual respect for everyone's views. In that spirit, we ask that all speakers please address their comments to the board directly, rather than the audience, and all speakers and members of the public show respect for others' views and maintain civility during the meeting.

Please state your name, municipality of residence, and group affiliation, if applicable. Comments will be limited to 3 minutes per person, and the total comment period will be 30 minutes. The individual time limits will be enforced so that as many members of the public who wish to speak may be allowed to do so.

7. **ANNUAL AUTHORIZATIONS/APPROVALS/APPOINTMENTS**

The Board reviewed the meeting schedule and changed the date of the August meeting.

On a motion by Mr. Reading and seconded by Mr. Greene, and as 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, 2026, 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, Regulations, 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 2025-2026 be now approved and adopted as policies and by-laws in force and effect for the 2026-2027 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.; 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 2026 to the Reorganization Meeting in the year 2027 - \$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 2027 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. FORMAL 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:

February 17, 2026	August 11, 2026
March 10, 2026	September 15, 2026
April 21, 2026	October 13, 2026
May 5, 2026	November 10, 2026
June 9, 2026	December 8, 2026
July 21, 2026	January 5, 2027 (Reorganization)

7.8. REGULAR MONTHLY OFFICIAL PUBLIC MEETINGS

All such meetings are to be held at the Upper Elementary School (Media Center), Wrightstown, N.J. A work session may begin at 6:00 PM and the Regular Meeting will immediately follow. 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

Mr. Reading 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 2025-2026 school year and during the 2026-2027 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:

Michael Maschi	Amy S. Lerner	Nancy Morrow	Ross Greene
Melissa Wood	Bryan Reading	Chris Mazzella	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.

Roll Call Vote:

Ayes: Greene, Mazzella, Morrow, Wood, Reading

Noes: None

Motion Carried

8. **PERSONNEL**

On a motion by Mr. Reading and seconded by Mr. Greene to approve the following personnel action(s), based on the recommendation of the Superintendent:

8.1. **Employment 2025-2026 School Year**

Approve the following personnel for employment for the 2025-2026 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. Alisha Weal, UES, hourly aide, at an hourly rate of \$18.25, (step 3), effective on or about February 1, 2026.
- 8.1.2. Sandra Schemelia, exergaming facilitator, not to exceed 15 hours per week at a rate of \$18.00/hour (Step 2), paid through the DoDEA Project PEACE grant funds, effective on or about February 1, 2026.
- 8.1.3. Samantha Reed, UES, hourly employee Exergaming facilitator, not to exceed 15 hours per week, at a rate of 17.75/hr (step 1), effective on or about February 1, 2026.
- 8.1.4. Samantha Reed, UES, part-time educational assistant (Step 1, 0.15 FTE) paid through the DODEA HELLO grant funds, at a salary of \$3425.00 prorated for period of employment, effective on or about February 1, 2026.
- 8.1.5. Rugeana Moreno, Starbase, program instructor, at a salary of \$72,017.00 (1.0 FTE), prorated for period of employment, effective on or about February 1, 2026.
- 8.2. Resignation
 - 8.2.1. Jaclyn Tafone, END, educational assistant, resignation effective January 23, 2026.
- 8.3. Rescind
 - 8.3.1. To rescind the contract for Sean Morrissey, custodian.
- 8.4. Termination
 - 8.4.1. Termination of employee #8782, effective January 23, 2026.
- 8.5. Extra Pay
 - 8.5.1. Literacy Lab
The following staff members are to be approved to lead the after-school Literacy Lab Spring 2026, to be paid for no more than 10 hours at the rate of \$45/hour according to the NHTEA Agreement, utilising district funds.

Leigh Ann Peter, Megan Phillips, Christel Kleinbeckel, Amanda Miller
 - 8.5.2. Math Club
The following staff members are to be approved to lead the after-school Math Club Spring 2026, to be paid for no more than 10 hours at the rate of \$45/hour according to the NHTEA Agreement, utilising district funds.

Joseph Hackett, Linda Vanore, Violet Oterga, Annemarie Sweeney, Nicole Nadolny, Beth Misselhorn, Karen Hallman

Roll Call Vote:

Ayes: Mazzella, Morrow, Wood, Greene, Reading
 Noes: None
 Motion Carried

9. **FINANCIAL**

On a motion by Mr. Reading and seconded by Mr. Greene to approve the following financial item(s) based on the recommendation of the Superintendent:

- 9.1. Approval of the payment of bills for the 2025-2026 budget totaling \$1,414,420.76
- 9.2. Approval of payroll for December in the amount of \$2,089,589.88.

- 9.3. Approval of the transfers to the 2025-2026 budget in the amount of \$2,500.00 for the month of November 2025.
- 9.4. To approve the Budget Status Report for November 2025 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2025-2026 budget; further, that sufficient funds are currently available to meet the district's current financial obligations for the 2025-2026 school year.
- 9.5. 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 November 30, 2025 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, 2025 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.
- 9.6. Approval of the Board Secretary and Treasurer report for the month of November 2025.
- 9.7. Accept the donation from CB Lamb PTO for the CB Lamb School of Book Inch Worm Vending Machine, Global Vending Group, valued at approximately \$7,800.
- 9.8. Approve Annual Financial Audit
 To accept and approve the North Hanover Township School District's Annual Comprehensive Financial Report (ACFR) and Audit Management Report, both without recommendations, for the 2024-2025 school year, and to approve the submission of the report to the State Department of Education.
- 9.9. Accept Monmouth-Ocean Educational Services Commission Cooperative Contract Quote
 WHEREAS, the North Hanover Township Board of Education received a revised quote for fascia and soffit repair project at the Endeavour Elementary School under the Monmouth Ocean Educational Services Commission Co-Op; and
 WHEREAS, Weatherproofing Technologies, Inc. has submitted a quote in the amount of \$809,822, a copy of which is on file in the office of the Board Secretary/ Business Administrator; and
 WHEREAS, the vendor has been awarded a contract by Monmouth Ocean Educational Services Commission;, number Co-op# 289MOESC; and
 WHEREAS, the Board Secretary/ Business Administrator has certified that funding is available,
 NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the quote in the amount of \$ is accepted and that a contract for the fascia and soffit repair is awarded to Weatherproofing Technologies, Inc. as per N.J.S.A. 18A:18A-10.

- 9.10. The transfer from Impact Aid Capital Reserve account in the amount of \$580,581.58 to the general fund budget for costs associated with the fascia and soffit repair project at the Endeavour Elementary School.

Roll Call Vote:

Ayes: Morrow, Wood, Greene, Mazzella, Reading
 Noes: None
 Motion Carried

10. **TRAVEL**

On a motion by Mr. Reading and seconded by Mr. Greene to approve the following travel item(s) based on the recommendation of the Superintendent:

10.1.1.

Staff	Conference	Location	Dates Travel	Total Approved
Amy Lerner	NAFIS Spring Conference & Advocacy	Washington, DC	3/13/26-3/18/26	\$2,500 (funded with Impact Aid)
Michael Maschi	NAFIS Spring Conference & Advocacy	Washington, DC	3/13/26-3/18/26	\$2,500 (funded with Impact Aid)

Roll Call Vote:

Ayes: Wood, Greene, Mazzella, Morrow, Reading
 Noes: None
 Motion Carried

11. **OTHER BUSINESS**

On a motion by Mr. Reading and seconded by Mr. Greene to approve the following other business item(s) based on the recommendation of the Superintendent:

- 11.1. Approval of the Regular and Executive Session Minutes for December 16, 2025.

11.2. **Fire/Safety Drills**

School	Security Drill	Fire Drill
UES	12/05/2025	12/18/2025
END	12/16/2025	12/01/2025
CBL	12/04/2025	12/03/2025

11.3. **Public Agency Compliance Officer**

In accordance with N.J. A.C. 17:27-3.2, the Board of Education designates Amy Lerner, School Business Administrator, Board Secretary as the Public Agency Compliance Officer for the North Hanover Township Board of Education.

The Public Agency Compliance Officer is the liaison between the North Hanover Township Board of Education and the State of New Jersey Department of the Treasury,

Division of Purchase and Property, Contract Compliance and Audit Unit, and EEO Monitoring Program.

The Public Agency Compliance Officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding the North Hanover Township Board of Education and the appropriate contracted vendors.

The major responsibilities of the Public Agency Compliance Officer are as follows:

- Obtain and keep a current file of the required Affirmative Action Evidence from contracted vendors who do business with the Board;
- Include the mandatory Affirmative Action language in all advertisements for bids and all solicitation of proposals; and
- Include the appropriate mandatory Affirmative Action Language in all bid specifications and all Board contracts.

The School Business Administrator will assume the responsibilities at no extra compensation.

Roll Call Vote:

Ayes: Greene, Mazzella, Morrow, Wood, Reading

Noes: None

Motion Carried

12. **SUPERINTENDENT'S INFORMATIONAL ITEMS**

- Dr. Maschi welcomed the public and thanked everyone for the warm welcome. Dr. Maschi congratulated the new BOE members and thanked the current members for serving.
- Dr. Maschi reviewed the following items:
 - Programs occurring in schools.
 - Recognized the UES student government for the food drive
 - CB Lamb - great concert, recognized Mrs. Klaiss for a great job.

12.1. Enrollment

Grade	Students	Sections
OOD	19	
Pre K 3/4	291	22
K	178	9
1	185	8
2	147	8
3	154	9
4	172	8
5	162	6
6	148	6

Total	1456	
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* The number of sections is not inclusive of special education self-contained classrooms

13. **OLD BUSINESS**

- Mrs. Lerner provided a construction update and a summary of the CBL project.

14. **NEW BUSINESS**

15. **PUBLIC SESSION**

A member of the public inquired about the construction project budget being fixed or variable. Mrs. Lerner reviewed the matter.

16. **ADJOURNMENT**

Hearing no business, on a motion by Mr. Reading and seconded by Mrs. Wood, and approved by a unanimous voice vote the work session was adjourned at 6:27 PM.

Signed: _____

Amy Lerner
Business Administrator/School Board Secretary