

**NORTH HANOVER TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING MINUTES
April 26, 2016**

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

The Following Members Were Present:

Charles M. Schroeder, President
William C. Sullivan, Sr., Vice President
Janet W. Bruder
Nancy S. Morrow
Ron DeBaecke
Helen E. Payne, Superintendent
Amy Lerner
Business Administrator/Board Secretary

Absent: Lt. Col. Thorsten Curcio, Base Liaison, ex-officio

Also present: One (1) Visitor

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

Mr. Schroeder opened the meeting at approximately 7:00 PM. The Open Public Meetings Act and the Flag Salute and Moment of Silence were read in the Work Session portion of the meeting.

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 January 6, 2016.
- b) Electronically forwarded written notice to the Burlington County Times on January 6, 2016.
- c) Filing written notice with the Clerk of North Hanover Township on January 6, 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. CONSENT AGENDA APPROVAL – ITEMS – 1-8

It was moved by Mr. Sullivan and seconded by Mr. DeBaecke, for the Board of Education to approve, as recommended by the Superintendent, the following consent agenda:

1. Approval of the Regular, Executive and Work Session Minutes for April 12, 2016.
2. Acceptance of the Report on Harassment, Intimidation and Bullying to date (Incident #24797)
3. Approval of the North Hanover Township Schools Suspension Report to Date
4. Approval of the payment of bills for the 2015-2016 budget presented totaling \$562,200.61.
5. Approval of the transfers to the 2015-2016 budget for the month of March 2016 in the amount of \$35,163.76.
6. To approve the Budget Status Report for March 2016 and the certification by the Board Secretary that there are no over expenditures in the major funds and accounts of the 2015-2016 budget; further, that sufficient funds are currently available to meet the district's current financial obligations for the 2015-2016 school year.
7. 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, 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 March 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.

8. Approval of the Board Secretary and Treasurer reports for the month of March 2016.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke

Noes: None

Motion Carried

9. Public Comment on Agenda Items only (The Board, pursuant to the Open Public Meetings Act, will not publicly discuss personnel items.)

D. PUBLIC HEARING AND ADOPTION OF THE 2016-2017 SCHOOL YEAR BUDGET

On a motion by Mr. Schroeder and seconded by Mr. DeBaecke and approved by a unanimous voice vote to open the Public Hearing on the 2016-2017 School Year Budget at 7:03pm.

A. A presentation will be given on the 2016-2017 Budget and a Public Hearing will be conducted.

Mrs. Payne presented the 2016/2017 budget to the public. Mrs. Payne reviewed the support and improvement for programs and achievement while continuing to manage uncertain revenues. Mrs. Payne reviewed the budget challenges, program goals, and the budget goals.

Mrs. Payne reviewed the expenditures and their percentage of the budget as well as a trend analysis. Mrs. Payne further reviewed a budget summary highlighting expenditures and revenues.

Mrs. Payne gave her annual Impact Aid report. Mrs. Payne reviewed how Impact Aid works and the calculations. Mrs. Payne reviewed heavily impacted aid and the criteria for qualifying. Mrs. Payne reviewed the impact aid reserve accounts and their balances.

Mrs. Payne reviewed the impact of the budget on taxes and an average home of \$305,200 will incur a tax increase of \$31.00 per year.

Lastly, Mrs. Payne reviewed the good news and bad news in the budget, as well as the bottom line.

The budget presentation can be found on the district's website as well as the user friendly budget.

The Board commended Mrs. Payne on a great presentation. The Board discussed Impact Aid and the budget cuts over the years.

PUBLIC QUESTIONS

Mr. Ruocco asked a few questions regarding impact aid and Mrs. Payne responded.

Mr. Ruocco inquired about military enrollment. Mrs. Payne responded that it is currently at 868 and also reviewed the trend.

Mr. Ruocco asked several questions regarding impact aid and reserve and Mrs. Payne responded.

Mr. Ruocco inquired about state aid. Mrs. Lerner explained State Aid formula and funding.

Mr. Ruocco inquired about the matching share required for the new building project. Mrs. Payne reviewed the project and the cost and the grant.

Mr. Ruocco inquired about the goals and the effects on the budget. Mrs. Payne responded.

Mr. Ruocco thanked the Board for keeping taxes down and for the nice budget presentation.

It was moved by Mr. Schroeder and seconded by Mr. DeBaecke for the Board of Education to approve and by unanimous voice vote to close the public hearing on the 2016-2017 Budget at 7:58pm.

It was moved by Mr. Schroeder and seconded by Mr. DeBaecke for the Board of Education to approve, as recommended by the Superintendent, the following resolutions:

B. Adoption of the 2016-2017 School Year Budget And Tax Levy

WHEREAS, the North Hanover Township Board of Education adopted a tentative budget on March 22, 2016 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 April 4, 2016, and

WHEREAS, the tentative budget was advertised in the legal section of the Burlington County Times on April 15, 2016; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 26, 2016; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2016-2017 School Year using the 2016-2017 state aid figures 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	\$27,812,646	\$2,759,436
Total Special Revenue Fund	<u>\$ 409,688</u>	<u>n/a</u>
Totals	\$28,222,334	\$2,759,436

C. Travel and Related Expense Reimbursement 2016-2017

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 \$40,304.20 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 2016-2017 school year.

D. 4F Tax Levy Certification Form A and B

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 2016-2017 school year is \$2,759,436 and is required to be levied for local school district purposes.

E. Adoption of Tax Levy Schedule

For the Board of Education to adopt the tax levy schedule for the 2016-2017 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, 2016	\$ 689,859
October 31, 2016	\$ 689,859
January 31, 2017	\$ 689,859
April 30, 2017	<u>\$ 689,859</u>
Total	\$2,759,436

Mrs. Morrow thanked Mrs. Lerner and Mrs. Payne for their hard work.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke

Noes: None

Motion Carried

F. PERSONNEL

It was moved by Mr. DeBaecke and seconded by Mrs. Morrow for the Board of Education to approve as recommended by the Superintendent, that the following personnel action(s) be approved:

1. Employment-- 2015-2016 School Year (*effective dates of employment are tentative upon completion of required paperwork and approvals)(**salary to be adjusted pending settlement of agreement with NHTEA)

Alexandra Gillen, part time, hourly Educational Assistant, Discovery School, PSD effective April 27, 2016 at a rate of \$11.00/hour.

*Michelle Benwitz, hourly lunch aide, CB Lamb School, at a rate of \$11.00/hour.

2. Resignation/Retirement

Missy Cole, hourly lunch aide, resignation effective April 29, 2016.

3. Leave without Pay

To approve K.S., Behavior Specialist, leave without pay, September 15, 16, 19, 2016

4. Extra Pay

To approve the following staff for:

Curriculum Focus Group

Dawn Wojcik

To be paid \$25/hour (per NHTEA contract) for no more than 2 hours using Title II funds.

After School Teacher Academy

Casey Noble (6 Hours)

Jessica Procopio (2 Hours)

To be paid \$15/hour using Title II funds (per NHTEA contract)

5. Revised Salary

William Shillinger, CB Lamb School , an additional \$500.00 effective 7/1/2015 for Boiler's License per the NHTEA Agreement with NHTEA.

6. FMLA (Revised)

B.G., Speech Therapist, Discovery School, April 13 through April 26, 2016 using 10 sick days, followed by FMLA, April 27 through May 30, 2016 and FMLA/NJFLA May 31 through June 20, 2016 with a return to work date of September 1, 2016 per NHTEA Agreement.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke

Noes: None

Motion Carried

G. FINANCIAL

It was moved by Mrs. Morrow and seconded by Mr. Sullivan for the Board of Education to approve as recommended by the Superintendent, that the following financial action(s) be approved:

1. Professional Services Contract

Approval of 2016-2017 Professional Services contract between Burlington County Special Services School District and North Hanover Township School District Board of Education as per fee schedule provided.

2. Appoint of Legal Counsel Services

WHEREAS, the North Hanover Township Board of Education solicited proposals for legal services and seven proposals were received on February 26, 2016; and

WHEREAS, upon review of the proposals and interviews, the Board has selected the awarding of the contract to Cleary, Giacobbe, Alfieri, Jacobs, LLC; and

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC has submitted a proposal in the amount of \$160 per hour ("the proposal"), a copy of which is in file in the office of the Board Secretary/ Business Administrator; and

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC has submitted all required documents in accordance with the Local Public Contracts Law and the Board's specifications; and

NOW, THEREFORE, BE IT RESOLVED by the North Hanover Township Board of Education, County of Burlington, State of New Jersey that the proposal is accepted and that the contract for legal services at the North Hanover Township School District is awarded to Cleary, Giacobbe, Alfieri, Jacobs, LLC.

3. COMPUTER SOFTWARE MAINTENANCE

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 2016-2017 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 \$16,120 for these services during the 2016-2017 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

4. FOOD SERVICE MANAGEMENT COMPANY

To approve the renewal of the food service management contract with Nutri-Serve Food Management, Inc. at the flat fee of \$32,825 for the 2016-2017 school year.

5. Auditing Services

WHEREAS, there exists a need for Auditing Services, and

WHEREAS, the firm of Holman, Frenia, Allison, P.C., 618 Stokes Road, Medford, NJ is licensed to provide such services, and

WHEREAS, the Board of Education has reviewed the firm's most recent Peer Review report, and

WHEREAS, funds in the amount of \$30,000 are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH HANOVER TOWNSHIP BOARD OF EDUCATION IN THE COUNTY OF BURLINGTON, AS FOLLOWS:

1. The auditing firm of Holman, Frenia, Allison, P.C., 618 Stokes Road, Medford, NJ is hereby retained to provide Auditing services for the 2016-2017 School Year.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The Board appoints Michael Holt, as the auditor in charge.
4. The Board of Education is required to review firm's most recent Peer Review report prior to the engagement of the annual audit, and to acknowledge its review of the report in the minutes that authorize the engagement of the public school accountant.
5. The anticipated term of this contract is one (1) year.
6. Holman, Frenia, Allison, P.C., 618 Stokes Road, Medford, NJ has completed and submitted a C.271 Political Contribution Disclosure Form in accordance with Section 2 of P.L. 2006, c271.
7. A copy of this resolution as well as the engagement letter shall be placed on

file with the Secretary of the Board.

Mr. Sullivan inquired about the rates to BCSS. Mrs. Lerner explained the rates and that they are for specialized services.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke
 Abstention: Mr. DeBaecke on number 5, Auditing Services
 Noes: None
 Motion Carried

H. TRANSPORTATION

It was moved by Mr. Sullivan and seconded by Mr. DeBaecke and for the Board of Education to approve as recommended by the Superintendent, that the following revised resolutions be approved:

- a. Approval of the renewal of the transportation contract 2015-2016 School Year for Route 32 with GST Transport Corp. in the amount of \$42,411.36.
- b. Approval of a transportation contract addendum to Route 32 for the 2015-2016 School Year, effective September 1, 2015 with GST Transport Corp to decrease the total contract by \$14.50 each day (\$1.45 decrease in mileage for a total of ten (10) miles). The new annual cost is \$40,364.09.

Mrs. Lerner explained the resolutions.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke
 Noes: None
 Motion Carried

I. TRAVEL

It was moved by Mr. Sullivan and seconded by Mr. DeBaecke for the Board of Education to approve and recommended by the Superintendent, that the following travel for professional development be approved:

<u>Name</u>	<u>Conference</u>	<u>Date</u>	<u>Total</u>
W. Sullivan	Burlington CSBA Spring Mt. Holly, NJ	05-05-2016	\$6.95
J. Alvarez	Student Mental Health Issues Monroe, NJ	5/6/2016	\$150.00
C. Fletcher	Intro to NGSS for Elementary Teachers, Piscataway, NJ	5/23/2016	\$50.00

C. Fletcher	Engineering Practices & Design Piscataway, NJ	5/24/2016	\$50.00
C. Fletcher	NGSS & Assessment for Elementary, Piscataway, NJ	5/25/2016	\$50.00
Teacher 1	PLC@Work Institute Orlando, FL	7/28-30/2016	\$1,426.00
Teacher 2	PLC@Work Institute Orlando, FL	7/28-30/2016	\$1,426.00
Teacher 3	PLC@Work Institute Orlando, FL	7/28-30/2016	\$1,426.00
Teacher 4	PLC@Work Institute Orlando, FL	7/28-30/2016	\$1,426.00
Teacher 5	PLC@Work Institute Orlando,	7/28-30/2016	\$1,426.00
C. Noble	NGSS Elementary Series Piscataway, NJ	5/23-25/2016	\$235.00
J. Procopio	NGSS Elementary Series Piscataway, NJ	5/23-25/2016	\$150.00

Mrs. Morrow inquired about the training at the PLC institute. Mrs. Payne responded.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke
 Noes: None
 Abstain: Sullivan on himself
 Motion Carried

J. BOARD POLICIES--SECOND READING AND ADOPTION

It was moved by Mrs. Bruder and seconded by Mr. Sullivan for the Board of Education as recommended by the Superintendent to approve the second reading and approval of the following board policies:

0167	Public Participation in Board Meetings (Revised)
0168	Recording Board Meetings (Revised)
2422	Health and Physical Education(Revised)
2425	Physical Education (Abolished)
5310	Health Services (Revised)
5330	Administration of Medication (Revised)
5330.01	Administration of Medical Marijuana (New)

8462 Reporting Potentially Missing or Abused Children (Revised)
 8550 Outstanding Food Service Charges (Revised)

Mrs. Morrow inquired about the abolished policy. Mrs. Payne responded.

Roll Call Vote:

Ayes: Schroeder, Sullivan, Bruder, Morrow, DeBaecke
 Noes: None
 Motion Carried

K. 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 inquired about the bus company cancelling the routes for 16-17. Mrs. Lerner responded about the bid opening.

Mr. Sullivan stated that he will attend a Legislative meeting on May 5th.

L. SUPERINTENDENT'S INFORMATIONAL ITEMS

a. Enrollment:

Grade	Students	Sections	Class Size
OOD	6		
3H/3F	22	2	
4F(SC)	9	1	
K-SC	5	1	5
K4	123	7	17.5
K5	145	7	20.7
1	155	8	19.3
2	156	8	19.5
3	168	8	21

4	146	7	20.8
5	145	7	20.7
6	143	6	23.8
Total	1223		

b. **Non-school Use:**

CB Lamb: PTO Book Fair; May 23, 24, 25, 2016
Atlantis: PTO Book Fair Family Night May 12, 2016, 6PM-8PM CB
Lamb: PTO Family Bingo Night, October 21, 2016--5PM-9PM

PUBLIC COMMENT

Mr. Ruocco inquired about the policies. Mrs. Payne responded.

ADJOURNMENT

Hearing no further business, on a motion by Mr. Schroeder, seconded by Mrs. Bruder and approved by a unanimous voice vote the meeting was adjourned at 8:20 PM.

Signed: _____
Amy Lerner
Business Administrator/Board Secretary