

LAWRENCE TOWNSHIP BOARD OF EDUCATION – PUBLIC AGENDA – MAY 7, 2020

Public Hearing on the 2020-2021 School Budget & Regular Meeting of the Board of Education
Thursday, May 7, 2020 – 5:30 pm

As ordered by Governor Philip Murphy on March 16, 2020, through Executive Order No. 104, the Myron L. Powell Elementary school building is closed, due to the Covid-19 pandemic. This meeting will be conducted via a telephone conference call.

At the time of the meeting, dial (978) 990-5185, at prompt enter access code 5394724 #

I. PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

II. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Lawrence Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in *The South Jersey Times*, at the entrance of the Myron L Powell School, and a copy sent to the Lawrence Township Clerk.

III. PUBLIC HEARING

• PRESENTATION on the 2020-2021 SCHOOL BUDGET

The Chief School Administrator and the Business Administrator will present an overview of the Budget for the 20-21 SY.

Due to the meeting being held via telephone conference, the Business Administrator will ask members of the public for questions regarding the 20-21SY Budget.

RESOLUTION TO APPROVE THE 2020-2021 SCHOOL BUDGET

It is recommended that the Board approve, by Resolution, the 2020-2021 school budget totaling \$10,389,925. The local tax levy to be raised for current expense is \$2,375,620. The local tax levy to be raised for debt service is \$283,562.

BE IT RESOLVED, to approve a school district budget for the FY 2020-2021 School Year, as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$ 8,988,047	\$ 2,375,620
Total Special Revenue Fund	\$ 1,020,347	n/a
Total Debt Service Fund	\$ 381,531	\$ 283,562
TOTALS:	\$ 10,389,925	\$ 2,659,182

• PRESENTATION ON STUDENT SAFETY DATA – HIB REPORT

The Chief School Administrator will present an overview of SSDS incidents, HIB trainings and programs, for the reporting period of September 1, 2019 through December 31, 2019.

It is recommended that the Board approve, by Resolution, the submission of SSDS incidents, HIB trainings and program for the reporting period of September 1, 2019 through December 31, 2019.

• CLOSE PUBLIC HEARING

It is recommended that the Board of Education approve that the Public Hearing be closed.

IV. PUBLIC COMMENT

At this time, the Business Administrator will ask members of the public, if anyone would like to address the Board.

V. CORRESPONDENCES

- > Request from Kelsi Ganci, Teacher, for her son to attend the pre-school program, for the 20-21 SY;
- > Request from Michelle & Robert Williams, Teacher, for their son to attend MLP, as a 6th grade student, for the 20-21 SY.

It is recommended that the Board approve the request received from Ms. Ganci and Mr. & Mrs. Williams, for their children to attend MLP for the 20-21 SY.

VI. MINUTES

It is recommended that the Board approve the Minutes of the March 19, 2020 Regular Meeting.

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VII. BUDGET/FINANCE

A. It is recommended that the Board approve:

- Payroll for the months of March 2020 and April 2020, the processing of Electronic Funds Transfers for March 2020 to account for state mandated deductions from State Aid which is automatically forwarded to Special Services Districts for tuition paid, and bills paid by the Business Administrator.
- Financial Report – Cafeteria for the month of March 2020
- Transfer of Funds Report for the month of March 2020
- Health Insurance Benefits plan with the Southern Coastal Regional Employee Benefits Fund (SCREBF), effective 01/01/20-12/31/20
- Policy Consultation Services with Business & Communications Strategies (BCS), at an annual fee of \$500, services provided will be billed at an hourly rate of \$50, the district further agrees to name Greg B. Peterson as District Policy Consultant, for the 20-21 SY.
- Architect of Record Agreement with Garrison Architects, for the 20-21 SY, as per the fee schedule provided.
- Itinerant Shared Services Agreement with SCSSSD, for the 20-21 SY, as per the fee schedule provided.
- Memorandum of Understanding with the NJ Office of Emergency Management, to apply for funding through FEMA, for State and Federal financial assistance, due to the current pandemic.
- Shared Service agreements with Downe Township Board of Education for the 2020-2021 school year:
 - Business Services Agreement
 - Memorandum of Understanding for Shared Child Study Team Services
 - Computer Services Agreement
- Memorandum of Understanding with Maurice River Township School District, for Shared Child Study Team Services.
- Shared Service agreements with Upper Pittsgrove Township Board of Education, for the 2020-2021 school year:
 - Business Services Agreement
 - Computer Services Agreement
- In order to fulfill Shared Services Agreements with districts, approval of the following shared service staff for the 20-21 SY:

<i>Employee</i>	<i>Position</i>	<i>District</i>
Jaqueline Cook	Business Office Assistant	Downe Twp. BOE
Eileen Culver	Child Study Team Director	Downe Twp. & Maurice River BOE
Stacy Dillahey	Business Office Clerk	Downe Twp. BOE
Georgiana Scharnagl	Asst. to the BA	UPS & Downe Twp. BOE
Melissa Conover	Shared Service Assistant	Upper Pittsgrove BOE

- Travel Stipend of \$1,000 for Attendance Officer, Jaqueline Cook, for the 20-21 SY

B. BOARD SECRETARY / BUSINESS ADMINISTRATOR REPORTS

- The Board Secretary, in accordance with N.J.A.C. 6A:23-2.12(c)2, certifies that there are no changes in anticipated revenue amounts or revenue sources and sufficient funds are available to end the fiscal year.
- Pursuant to N.J.A.C. 6A:23A-16.10(c), the Lawrence Township Board of Education certifies that as of February 29, 2020 and after review of the Secretary’s Monthly Financial Report and the Treasurer’s Monthly Financial Reports, and upon consultation with the appropriate district officials, to the best of the Boards’ knowledge, no major accounts or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the 2019-2020 school year.
- In accordance with 18A:22-8.1 and 18A:22-8.2, the preliminary Report of the Treasurer of School Funds for the 2019-20 school year are in agreement with the monthly reports of the Board Secretary, pending audit adjustments.
- Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of May 7, 2020, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Lawrence Township Board of Education pursuant to N.J.S.A. 18:A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-16.10(a)1
- District Vendors Listing, as presented
- Void general fund ck# 22932- *due to check printing incorrectly*

VIII. POLICY

It is recommended that the Board approve the revisions to Policy# 4136/4236 Instructional & Support Personnel – *Meetings /Committees*.

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IX. PERSONNEL

Upon the recommendation of the Superintendent, it is recommended that the Board approve the following, for the 20-21 school year:

- Re-appointment of Certified Tenured Staff
- Re-appointment of Certified Non-Tenured Staff
- Re-appointment of Instructional Aides & Non-Certified Aides
- Re-appointment of Support Staff and salaries
- Re-appointment of Hawk's Nest Staff and hourly rates

It is recommended that the Board approve the Superintendent to advertise and interview for a Pre-school Teacher, Special Education Teacher and a Secretary/Clerk for the main office, for the 2020-2021 school year.

It is recommended that the Board approve the Substitute Rates for the 2020-21 school year:

Substitute teacher (<i>Certified</i>)	\$	100.00/day	
Substitute teacher (<i>Non-Certified</i>)	\$	90.00/day	
Substitute school nurse	\$	180.00/day	
Long-Term Substitute – (<i>Certified</i>)	\$	130.00/day	After 40 days @ substitute rate
Substitute aide (<i>Non-certified</i>)	\$	80.00/day	
Long-Term Substitute – <i>Instructional Aide</i>	\$	118.00/day	
Substitute cleaner	\$	12.00/hour	
Substitute duty aide, latchkey aide	\$	12.00/hour	
Substitute office clerk	\$	12.00/hour	

X. BUILDING AND GROUNDS / TRANSPORTATION

It is recommended that the Board accept and approve the NJSIG Safety Grant, for the 20-21 SY, in the amount of \$3,415

XI. BOARD OF EDUCATION BUSINESS

A. Old Business

It is recommended that the Board approve the revised District Calendar for the 19-20 SY

B. New Business

It is recommended that the Board approve:

- by Resolution, to oppose a bill to delay property tax payments to school districts
- District Calendar for the 20-21 SY
- the Lawrence Township Board of Education meeting dates for the 20-21 SY

C. Business Administrator / Board Secretary Report

- Update on Contracts with Vendors for remainder of the 2019-2020 school year
- Employment contract for School Business Administrator / Board Secretary
- Employment contract for *Chief School Administrator*

D. Superintendent/Principal Report

- Update on current school closure due to the pandemic

XII. APPOINTMENTS AND DESIGNATIONS for the 2020-2021 SCHOOL YEAR

A. Resolution - Awarding of Contracts *

- **Auditor** - *newly appointed*: Nightlinger, Colavita & Volpa, CPA
- **Insurance Broker of Record** - *currently*: Connor Strong and Buckelew
- **Architect** - *currently*: Garrison Architects
- **Regulatory Services** - *currently*: TTI Environmental Services
- **Environmental Services** - *currently*: Sweetwater Environmental Mgmt LLC
- **School Physician** - *currently*: Christopher T. Ballas, M.D.
- **Bond Counsel** - *currently*: McManimon, Scotland & Baumann, LLC

*any service that exceeds \$17,500 will have a PCD (Political Contribution Disclosure) on file in accordance with P.L. 2005, c. 271

B. Official Newspapers

Currently: *South Jersey Times*, primary, and *The Daily Journal*, secondary

C. Policy Statements

It is recommended that the Board accept and reaffirm the previous curriculum and textbooks, policies (including Student Records Policy 5125 and 5125.1), practices, and procedures of the Lawrence Township Board of Education, for the 20-21 SY, and to recognize that these items may be amended when necessary with Board approval.

NOTE: Except as otherwise provided by law, regulations of the State Department of Education, or by this Board of Education, meetings of the Lawrence Township Board of Education will be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

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D. Depository of School Fund

Currently: Ocean First Bank

E. Account Signatories & Facsimile Signatures

Currently: Ocean First Bank

Payroll Account	Board Secretary		<i>(One signature required)</i>
Agency Account	Board Secretary	Board President or Vice President	<i>(Two signatures required)</i>
Agency FSA	Board Secretary	Board President or Vice President	<i>(Two signatures required)</i>
General	Board Secretary	Board President or Vice President	<i>(Two signatures required)</i>
Unemployment Trust	Board Secretary	Board President or Vice President or CSA	<i>(Two signatures required)</i>
School Activities Fund	Board Secretary	Asst to the BA or Main Office Secretary	<i>(Two signatures required)</i>
School Lunch	Board Secretary	Board President or Vice President or CSA	<i>(Two signatures required)</i>
Brian J Yannerella Scholarship Fund	Board Secretary	Scholarship Committee Designee	<i>(Two signatures required)</i>
Susan Ballinger's Creative Kids Camp (HAWK)	Board Secretary	Board President or Vice President	<i>(Two signatures required)</i>

F. District Assignments

It is recommended that the Board approve the appointment of the following district assignments, for the 20-21 SY:

Business Admin/Board Secretary	Lisa M. DiNovi	Qualified Purchasing Agent	Lisa M. DiNovi
Public Agency Compliance Official	Lisa M. DiNovi	ADA Coordinator	Lisa M. DiNovi
Transportation Coordinator	Lisa M. DiNovi	School Safety Specialist	Lisa M. DiNovi
Affirmative Action Officer	Heather Burkhart	Section 504 Compliance Officer	Heather Burkhart
Title IX Coordinator	Shelleymarie Magan	Integrated Pest Mgmt Coordinator	Eric Brown
Right to Know Officer	Eric Brown	Asbestos Management Officer	Eric Brown
Indoor Air Quality Designee	Eric Brown	Homeless Liaison	Jackie Cook
Custodian of Government Records <i>(other than student & personnel)</i>	Lisa M. DiNovi	Custodian of Government Records <i>(student & personnel only)</i>	Shelleymarie Magan

G. Adopt Uniform Chart of Accounts

It is recommended that the Board adopt The Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 20-21 SY.

H. Travel Limitation

It is recommended that the Board approve a travel limitation for regular business travel up to \$1500 and a maximum travel expense of \$25,000, for the 20-21 SY.

I. Benefit Vendors

- It is recommended that the Board approve MetLife Insurance Co. and Lincoln Investment Planning, as tax shelter annuity companies, for the 20-21 SY.
- It is also recommended that the Board approve Colonial Life, as the vendor for the district FSA, for the 20-21 SY.

J. Petty Cash

It is recommended that the Board approve establishing a MLP petty cash fund for the 20-21 SY, in the amount of \$200, with per transaction expense of less than \$25.

K. Plans

It is recommended that the Board accept and reaffirm the following plans for the 20-21 SY:

- Emergency Management Plan
- Emergency Operations Plan
- Integrated Pest Management
- Indoor Air Quality Plan

L. Public Records

It is recommended that the Board approve fees charged for Public Records, as stated in Policy #9330, at "actual costs" of copying such records.

XIII. ADJOURNMENT