

LAWRENCE TOWNSHIP BOARD OF EDUCATION

Regular Meeting of the Board of Education
Thursday, June 10, 2021 – 5:30 pm

This meeting will be conducted virtually through Zoom.

Meeting ID: 411 232 9878 Passcode: jmyz0b

PUBLIC AGENDA

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 COMMENT

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

Audience members attending Board of Education meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. Members of the public are encouraged to speak during the public portion of the meeting. Complaints stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or dispositions at a later time/date.

When addressing the Board of Education, please respect the following procedures:

1. *Be recognized by the Business Administrator/Board President.*
2. *State your full name and address before commenting.*
3. *Wait to be recognized before making your comment(s).*
4. *Total time limit for public discussion – 30 minutes.*

IV. CORRESPONDENCES

None

V. MINUTES

Approval of the May 6, 2021 Minutes of the Public Hearing on the 2021-22 Budget and Regular Meeting of the Lawrence Township Board of Education meeting.

VI. BUDGET/FINANCE

A. Approval of:

1. Payroll for the month of May 2021 and bills paid by the Business Administrator on May 14, 2021 and May 25, 2021. Also, authorize the Business Administrator to pay any bills due and owing before the next Board of Education meeting and make any transfers of funds necessary so that no budgetary line item is over expended for the 2020-2021 school year. A list of bills paid and transfers made will be presented at the next Board of Education meeting.
2. Financial Report – Cafeteria for the month of April 2021
3. Transfer of Funds Report for the month of April 2021
4. Computer Services Consulting Agreement with CSI Computer Consulting, LLC. for the 2021-2022 school year. Lawrence will invoice Downe Twp. BOE and Upper Pittsgrove Twp. BOE through the Shared Service Agreement, approved on March 11, 2021.
5. Architect of Record Agreement with Garrison Architects for professional services during the 2021-2022 school year, as per the schedule of fees listed in Appendix A of the agreement.
6. Standard Partnership Agreement with Permission Click, at an annual license fee of \$1,425, for the 2021-2022 school year. MLP utilizes this for staff absence request, student registration for sports, and field trip permission slips.
7. Itinerant/Shared Services Agreement with Salem County Special Services School District for related services provided to students during the 2021-2022 school year, as per the list of fees outlined in the agreement.
8. Itinerant/Shared Services Agreement between Lawrence and Downe Twp. Board of Education for students with IEP related services needed during the summer of 2021.
9. Itinerant/Shared Services Agreement between Lawrence and Maurice River Twp. Board of Education for students with IEP related services needed during the summer of 2021.
10. adding a Roth IRA 403(b) option through OMNI/Lincoln Investment services, allowing district employees to enroll in a plan through payroll deduction, effective July 1, 2021 through June 30, 2022.
11. Set the daily breakfast and lunch prices for the 2021-2022 school year, as follows:

Breakfast	\$1.20	Reduced Breakfast	.30¢
Lunch	\$2.60	Reduced Lunch	.40¢
Adult Lunch	\$3.10		
12. by Resolution, to enter into a SFA to SFA Vended Meals agreement with Downe Township Board of Education for the 2021-2022 school year.
13. by Resolution, the Indemnity & Trust Agreement with NJ Schools Insurance Group for the period of July 1, 2021 through June 30, 2024.
14. the Property & Casualty Insurance Proposal from Conner Strong & Buckelew for the 2021-2022 school year, as presented.

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15. Approve and authorize the Business Administrator to complete the appropriate year-end transactions in order to properly close the 2020-21 school year, including deposit funds into reserves, depending on what the budget allows, and all necessary transfers, adjustments and payments for the 2020-21 school year.

B. BOARD SECRETARY / BUSINESS ADMINISTRATOR REPORTS

Approval of:

1. Budget Summary for the month of April 2021.
2. Revenue Summary for the month of April 2021, is presented for review and approval. 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.
3. Board Secretary's Report
Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of June 10, 2021, 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. 18A: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.
4. Treasurer's Report
In accordance with 18A:22-8.1 and 18A:22-8.2 for the month of April 30, 2021, the preliminary Report of the Treasurer of School Funds for the 2020-21 school year are in agreement with the monthly report of the Board Secretary, pending audit adjustments.
5. Board Certification
Pursuant to N.J.A.C. 6A:23A-16.10(c), the Lawrence Township Board of Education certifies that as of June 10, 2021, and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report for April 30, 2021, 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 2020-2021 school year.

VII. CURRICULUM

Approval of John Perricone as a keynote speaker during the September 1, 2021 staff professional development day, to discuss the topic of "*Why am I a Teacher? Developing a Philosophical Identity*" at a fee of \$2,500. Overnight hotel accommodations to be paid by the district. Airfare/mileage and \$40 meal allowance will be billed separately.

VIII. POLICY

None

IX. PERSONNEL

At the recommendation of the Superintendent, approval of:

2020-2021 School year:

1. the final Fund 20 Allocations for the 2020-2021 school year, as presented.
2. The resignation of Kristin Sterling, Confidential Secretary to the CSA, and approval for Ms. Sterling to be released from her 2020-21 employment contract, effective June 18, 2021.

2021-2022 School year:

1. the Memorandum of Agreement between the Lawrence Twp. BOE and the Cedarville Teachers Association (CTA), effective July 1, 2021 through June 30, 2024, along with the yearly salary guides reflecting a 3.25% increase, with guides expanding, adding Step 14 and Step 15.
2. the salaries for all 10-month Tenured and Non-Tenured employees appointed at the May 6, 2021 Board meeting, as presented.
3. amend the employment contract for Leanne Kuhn, Teacher, from (BA⁺³⁰, Step 4) to (MA, Step 4) for her Master's Degree from Wilmington University. *Ms. Kuhn has provided a copy of her official transcript showing credits earned.*
4. the Salary Guide for Instructional Aides and Non-Certified Aides for the 2021-2022 school year. Salaries reflect a 3.25% increase.
5. the salaries for all 10-month Instructional Aides and Non-Certified Aides appointed at the May 6, 2021 Board meeting, as presented.
6. Job descriptions:
 - Nurse's Office Clerk
 - Shared Services Business Office Clerk / Transportation Assistant
7. the salaries of the Support Staff employees appointed at the May 6, 2021 Board meeting, salaries reflect a 3.25% increase.
8. the employment contract for Stacy Dillahey, as a Shared Services Business Office Clerk/ Transportation Assistant, and to amend the position from a 11-month employee to a 12-month employee, due to the additional responsibilities as the Transportation Assistant.
9. the Supervisor of Assessment, Curriculum and Student Services employment contract with Heather Burkhart, effective July 1, 2021 through June 30, 2024, with a 3.25% increase each year. This is a 10-month position (September 1 – June 30), plus up to 15 additional days worked in July and August, at a daily rate of \$350, at the discretion of the CSA.
10. the Child Study Team Supervisor/School Psychologist, employment contract with Eileen Culver, effective July 1, 2021 through June 30, 2024, with a 3.25% increase each year. This is a 10-month position (September 1 – June 30), plus 10 additional days worked in July and August. The CST Supervisor shall receive a yearly compensation of \$10,000 for the shared CST Services Agreement with Downe Twp. BOE and Maurice River BOE.
11. the Request of Educational Course and tuition reimbursement from Heather Burkhart, Supervisor of Assessment, Curriculum and Student Services, for *Building Organizational Capacity Through Leadership & Supervision* course at Rowan University from June 2021 through August 2021.

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2021 Summer ESY Program and Regular Education Program:

Approve the staff of the Extended School Year Program and Regular Education Summer School Program, along with hourly rates and substitute.

Extended School Year Program:

	Teacher	Aide
Preschool	<i>Students will be mainstreamed with Regular Ed. Teacher</i>	<i>One Student requires an Aide Jennifer Danner</i>
Kindergarten / 1 st Grade	Jessica Gilligan	Stephanie Grusemeyer
2 nd / 3 rd Grade	Kelsi Ganci	
3 rd / 4 th Grade	Ashley Olsen	Sylvia Coleman & Cathy Yacabell
5 th Grade	Alyssa Fazio	
6 th / 7 th Grade	Amber Saylor	

Regular Education Summer School Program:

	Teacher	Aide
Preschool	Shannon DelCollo	Keli Riland
Kindergarten	Cynthia Martin	
1 st Grade	Stefanie Parvin	Alice Fazio
2 nd Grade	Dawn Amrhein	
3 rd Grade	Brittany Scott	
4 th / 5 th Grade	Crystal Beasley	
6 th Grade	Amber Saylor	
7 th / 8 th Grades	Nina Chambers James Ferguson Eileen Mullin Alex Palmentieri	

- Hourly rate for Instructional Staff \$ 45/hour (*per CTA agreement*)
- Hourly rate for Non-Instructional Staff \$ 25/hour
- Paula Levick for Speech related services, at the rate of \$45/hour
- Shannon Maloney for Speech related services at Downe & Maurice River School, at the rate of \$45/hour
- Jillian Kenschak as a substitute teacher or aide, for either of the summer programs, at the respective hourly rates.
- Kelly Birkenstock for Food Distribution on Tuesday at the hourly rate of \$25, with Renee Kenschak as her substitute.

X. BUILDING AND GROUNDS / TRANSPORTATION

Approval of:

1. Monthly security drills:

03/31/21	Fire Drill and Shelter in Place
04/20/21	Fire Drill
04/21/21	Lockdown Drill Mechanics
05/13/21	Shelter in Place with transition to lockdown for active shooter
05/27/21	Fire Drill

2. Fundraising Requests for the 2021-2022 school year:

Athletics: Team Spirit Merchandise All Year Event
Promote Character Education through Sportsmanship, Teamwork & Cooperation

Environmental Club: Recycling of used ink & toner cartridges All Year Event
The Green Team will use monies raised to offset the cost of small projects involving "greener" initiatives.

Environmental Club: Earth Day T-Shirts February 2022 thru March 2022
The Green Team will use the proceeds to keep several projects running, such as Jr. Ranger, rain barrel and flying squirrel boxes.

XI. BOARD OF EDUCATION BUSINESS

Approval of:

A. Old Business

the Certification of Implementation of Corrective Action Plan for Fiscal Year Ended June 30, 2020, as presented.

B. New Business

the Business Administrator/Board Secretary employment contract for the 2021-2022 school year, as approved by the Executive County Superintendent of Schools on May 7, 2021, as presented.

Upon the notification from Policy Consultant, of his retirement in June 2021, approve the Customized Policy Writing Services Proposal from NJ School Boards Association, at a fee of \$6,500.

C. Superintendent/Principal Report

Dr. Magan will review the Safe Return Plan for the 2021-2022 School year.

XII. FOR YOUR INFORMATION

- Monthly Bullying Reports for the period of September 2020 through May 2021
- Monthly Nursing Reports for March 2021 and April 2021
- Schedule of Board of Education meetings for the 2021-2022 SY

XIII. ADJOURNMENT

Approval of to adjourn the meeting.