

Mays Landing, NJ
September 12, 2016

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON SEPTEMBER 12, 2016**

HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:05 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Mark A. Ritter. **Call To Order**

ROLL CALL

The following members answered roll call: Mrs. Stephanie Buchanan (arrived 6:07 p.m.), Mr. Greg Ciambrone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mrs. Kim Melton, and Mr. Eric Aiken. **Roll Call**

Absent None

Also present were: Mr. Frank Vogel, School Superintendent
Mr. Mark A. Ritter, Interim School Business Administrator
Mr. Eric Goldstein, Solicitor

Executive Session

Motion by Mr. Aiken, seconded by Mrs. Hassa, to enter into Executive session.
Voice Vote: All in favor. (9-0-0)

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Litigation
- Personnel
- Contracts
- Negotiations

Further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Further resolved the Board may take action on items discussed in executive session. Further resolved that the Board will be in executive session for approximately 30

minutes.

Pledge of Allegiance

Mr. Aiken led the Pledge of Allegiance.

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Post Office, Mays Landing Post Office, Atlantic County Library, as well as all the schools of the district. A mechanical device is being used to record this meeting and this meeting is also being video-taped.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

Moment of silence for private reflection.

APPROVAL OF MINUTES

Motion by Mrs. Kupp, seconded by Mr. Haye, to approve the regular session minutes of the Board Retreat of August 11, 2016, as per attachment Minutes-1.

Voice Vote: All in favor: 9-0-0

Motion by Mrs. Kupp, seconded by Mrs. Hassa, to approve the regular session minutes of the meeting of August 15, 2016, as per attachment Minutes-2.

Roll Call Vote: Six in favor: Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Haye, Mrs. Buchanan, and Mrs. Melton. (6-0-3)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Ms. Erickson informed the Board that she and Mrs. Hassa recently

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attended a Sustainability/Energy Efficiency Workshop which she felt was very helpful. She noted that Mr. Vogel and the new Business Administrator, Mrs. Fala will also be attending a similar workshop in the future. Mrs. Hassa noted that the workshop was very interesting and other districts gave input on opportunities to save money.

Mrs. Kupp has heard from many sources that the opening day of school went very well. She noted the help of the administrative staff to make this run smoothly.

Mrs. Kupp also stated the PTA website amazes her. She noted how well they keep up with information that goes out to the parents. They do an amazing job also in giving back to the school through fundraisers during the year.

Mr. Aiken welcomed everyone back to the new school year. He noted the Margaret Stringer 5K Splash which will be held on October 1, 2016. He encouraged all to participate.

Mr. Aiken also reminded the Board about the NJSBA Workshop October 25 through October 27.

Mr. Aiken congratulated our athletic coaches on having some of our students moving on to high school and beginning on the varsity sports teams.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. September 26, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- b. October 10, 2016 – Columbus Day, Schools Closed
- c. October 11, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- d. October 24, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

(B) Student Orientation/Open House:

Shaner School Orientation:

Kindergarten – September 30, 2016 – 9:30 a.m. – 11:00 a.m.

(C) Back to School Nights:

- Shaner School – September 13, 2016
- Davies School – September 14, 2016. Grade 6
- Davies School – September 15, 2016, Grades 7 & 8
- Hess School – September 27, 2016, House A & Pre-K
- Hess School – September 28, 2016, Houses B and C

(D) Registration/Transfer Statistics for the Month of August, 2016, as per attachment XI-D.

(E) Other – Mr. Vogel noted that there was graffiti found on the Duberson School recently. The district is working with the Hamilton Township Police Department to apprehend the people who are responsible. The graffiti is being removed and the district is considering adding additional security cameras.

Mr. Vogel commented on Policy #9700 regarding Special Interest Groups. He noted that there will be changes in the way this policy and distributing information for various organizations will be handled. We are not allowed to endorse public businesses and this policy will be discussed further.

Mr. Vogel reviewed the brochure on the Mental Health Initiative that will be going home to parents. He noted that this was an introduction on what the district is trying to build.

The Hess School has accepted a Child Prevention Program grant that will specifically look at bullying.

He commended Mrs. Bretones for getting the Head Start Program up and running after the discovery of asbestos at one of the facilities.

Mr. Vogel also noted the meeting held at the end of August with Springboard representatives. He felt this meeting was very productive in moving this program into the right direction.

XII. Committees and Recommendations

FACILITIES COMMITTEE - Mr. Ciambrone

None

CURRICULUM COMMITTEE – Mrs. Melton

Motion by Mrs. Melton, seconded by Mrs. Hassa, to approve the following motions, as presented:

1. To approve the implementation of the Second Step Social Emotional Learning Program by the

Committee for Children for the 2016-2017 school year in all grades PreK through grade 8 as part of the Mental Health Initiative.

2. To approve the implementation of The Lifelines Trilogy: Prevention, Intervention, & Postvention by the Society for the Prevention of Teen Suicide for the 2016-2017 school year as part of the Mental Health Initiative.

3. To approve payment to Barbara Calabria, Hess School Teacher for her participation in the Foundations and TCRWP Professional Development Workshops that were held in August 2016 at the rate of \$24.51/hour, not to exceed 10 hours, as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds.

Hourly rate subject to change at the completion of the H.T.E.A. contract negotiations.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

FINANCE COMMITTEE – Mr. Haye

Motion by Mr. Haye, seconded by Mrs. Kupp, to approve the following motions, as presented:

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, as per attachment Finance-1.

2. Board Secretary's Report for the period ending July 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July

31, 2016, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment Finance-2.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Higbee, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following items have been presented as informational items:

3. Interest income for the month of July, 2016, as per attachment Finance-3.
4. Receipts for the month of July, 2016, as per attachment Finance-4.
5. Refunds for the month of July, 2016, as per attachment Finance-5.
6. Capital Reserve Interest for the month of July, 2016, as per attachment Finance-6.
7. Rental Income for the month of July, 2016, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of July, 2016, as per attachment Finance-8.
9. The monthly Budget Summary Report for July, 2016 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

Motion by Mr. Haye, seconded by Mrs. Melton, to approve the following motions, as presented:

10. To approve budget transfers in the amount of \$31,240.46, as per attachment Finance-10.

11. To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following item has been presented as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$416,371.84, as per attachment Finance-12.

Motion by Mr. Haye, seconded by Mrs. Melton, to approve the following motions, as presented:

13. To approve the following bills and payroll in the total amount of \$2,108,866.70, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$6,842.00
10	General Fund/Payroll	64,129.45
11	Current Expense	1,153,528.99
11	Current Expense/Payroll	425,325.58
12	Capital Outlay	132,574.24
20	Special Revenue	244,547.75
20	Special Revenue/Payroll	12,791.80
50	Cafeteria	18,365.61
50	Kids' Corner	5,669.24
50	Community Education	9,567.10
50	Camp Blue Star	35,524.94

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-14.
15. To approve a Resolution between the

Hamilton Township Education Association and the Hamilton Township Board of Education acknowledging that the Personnel/Technology Secretary (PTS) is a part of the Association's negotiations unit, as per attachment Finance-15.

16. To approve the following Tuition Contracts with Atlantic County Special Services School District (ACSSSD) for the 2016-2017 school year:

Behavioral Disabled (2 students)	\$45,540.00
Multiply Disabled (5 students)	\$40,140.00
Preschool Disabled (1 student)	\$39,240.00
Autistic (4 students)	\$48,240.00
Severe Cognitive Impaired (4 students)	\$39,960.00

17. To approve a Professional Services Agreement between Amazing Transformations and the Hamilton Township School District to provide behavioral support services not to exceed the amount of \$33,890.00, as per attachment Finance-17.
18. To approve the disposal of obsolete equipment which is no longer of use to the district, as per attachment Finance-18.
19. To approve a contract between the Hamilton Township School District and ACCC Gateway Head Start Early Learning Center for pre-school educational services for the 2016-2017 school year, as per attachment Finance-19.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Mrs. Kupp

All personnel actions are being taken by the recommendation of the Superintendent.

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Motion by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as presented:

1. To approve district substitutes for the 2016 - 2017 school year, as per attachment Personnel-1.
2. To change a start date for Tracy Torres, Davies School Nurse to September 12, 2016.
3. To accept a resignation notice from Pamela Thomas, Hess School teacher, effective August 23, 2016 with her last day of employment to be October 21, 2016, as per attachment Personnel-3.
4. To accept a resignation notice from Angie Chavez, Hess School Paraprofessional effective August 31, 2016 with her last day of employment to be September 30, 2016, as per attachment Personnel-4.
5. To approve an unpaid intermittent NJ Family Leave of Absence for Colleen McKeivith, part-time Hess School Custodian for the 2016-2017 school year, as per attachment Personnel-5.
6. To approve an unpaid intermittent Federal Family Leave of Absence for Beverly Levvari, full-time Shaner School Paraprofessional for the 2016-2017 school year, as per attachment Personnel-6.
7. To approve an unpaid intermittent New Jersey Family Leave of Absence for Andrew Castellano, part-time Hess School Paraprofessional for the 2016-2017 school year, as per attachment Personnel-7.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Buchanan, to approve the following motions, as presented:

8. To approve Kids Corner staff for the 2016-2017 school year effective September 6, 2016, as per attachment Personnel-8.
9. To approve the following Food Service Worker building transfers for the 2016-2017 school year:
 - Judith Crawford – Hess to Davies
 - Stephanie Magruder – Davies to Shaner
 - Samantha Hulse – Shaner to Hess
10. To approve Paraprofessional building transfers for the 2016-2017 school year:
 - Nikhita Kolli – Shaner to Hess
 - Sarah Irwin – Hess to Shaner
11. To approve an unpaid leave of absence for Jillian Akerlind, Shaner School teacher for November 9, 2016.
12. To approve an unpaid leave of absence for Paige Silvern, Hess School teacher for the period November 7, 2016 through November 9, 2016.
13. To approve Carrie Armstrong, Davies School teacher as a mentor for Larissa Lilley for the 2016-2017 school year.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mrs. Kupp, seconded by Mrs. Melton, to approve the following motions, as presented:

14. To accept a resignation from Mary Jane Valiante, Shaner School part time Paraprofessional effective September 12, 2016 with her last day of employment being October 12, 2016, as per attachment Personnel-14.

15. To approve Charles Dupras as a full time, 10 month Davies School Teacher for the period September 19, 2016 through June 30, 2017, MA, Step 1, with a total annual salary of \$53,328.00, prorated, as per attachment Personnel-15.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

POLICY COMMITTEE – Mrs. Buchanan

None

TRANSPORTATION COMMITTEE – Mr. Higbee

None

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Motion by Mr. Aiken, seconded by Mrs. Kupp, to approve the following motion, as presented:

1. To approve the 2016-2017 Uniform State Memorandum of Agreement as per attachment XVI-1.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mr. Aiken, seconded by Ms. Erickson, to approve the following motion, as presented:

2. To approve the District's 2016-2017 Goals, as per attachment XVI-2.

Roll Call Vote: All in favor: Mrs. Buchanan, Mr.

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Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the following motion, as presented:

3. To approve the Board of Education's 2016-2017 Goals, as per attachment XVI-3

Roll Call Vote: All in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following item has been included as an informational item:

4. 2016-2017 District Professional Development and Mentoring Plans, as per attachment XVI-4.

PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Mr. Aiken, seconded by Ms. Erickson, to adjourn the meeting.

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 7:33 p.m.

Mark A. Ritter,
Interim Business Administrator

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