# Hamilton Township Public Schools Mays Landing, New Jersey

# Agenda for Work Session September 17, 2013

Location: Davies School Library Time: 7:00 p.m.

**Page** 

Call to Order - Daniel M. Smith, Board Secretary

I.

	II.	Flag Salute
	III.	Notice of Advertisement of Meeting
		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 its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, 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 videotaped.
	IV.	Roll Call
	v.	Approval of Minutes
Action		1. Motion to approve the Regular and Executive session minutes of the meeting of August 6, 2013  MotionSecondVote
Action		2. Motion to approve the Regular and Executive session minutes of the meeting of August 20, 2013  MotionSecondVote
	VI.	Dates to Remember
FYI		A. Information Items

1. Dates to Remember

- September 17, 2013 Curriculum Committee Meeting Davies School 6:00 p.m.
- September 17, 2013 Board of Education Meeting Davies School 7:00 p.m.
- September 25, 2013 Personnel Committee –
   Board Office 5:00 p.m.
- September 26, 2013 Finance Committee Board Office 4:30 p.m.
- October 1, 2013 Board of Education Meeting Davies School – 7:00 p.m.

### FYI B. Back to School Nights:

- Davies School September 18, 2013 Grade 6
- Davies School September 19, 2013 Grades 7 & 8
- Hess School September 24, 2013 Green, Blue, Purple and Silver Houses
- Hess School September 25, 2013 Red, Orange,
   Yellow and Gold Houses

FYI

FYI

C. Registration/Transfer Statistics for the Month of August, 2013 (attachment VI-C).

D. New Homes and Certificates of Occupancy for the month

10

9

### VII. Board Member Comments

### **VIII. Committees and Recommendations**

A. Facilities Committee - Mr. Sacchinelli

of August, 2013 (attachment VI-D)

- B. Curriculum Committee Mrs. Kupp
- C. Finance Committee Mrs. Melton

**FYI** 

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2013. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2013.

FYI

2. Board Secretary's Report for the period ending July 31, 2013. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of July 31, 2013, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

FYI

3. Interest Income for the month of July, 2013

**FYI** 

4. Receipts for the month of July, 2013

**FYI** 

5. Refunds for the month of July, 2013

FYI

6. Capital Reserve Interest for the month of July, 2013

**FYI** 

7. Rental Income for the month of July, 2013

**FYI** 

8. Miscellaneous Revenue for the month of July, 2013

**FYI** 

9. The monthly Budget Summary Report for July, 2013, has been filed by the Board Secretary with the Hamilton Township Board of Education

Action

10. Motion to approve budget transfers in the amount of \$102,454.95 (<u>revised attachment Finance 10</u>).

Motion\_\_\_\_\_Second\_\_\_\_Vote

11

FYI

11. 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.

FYI

12. Purchase orders issued for services, supplies and equipment in the amount of \$1,358,667.60

Action

13. Motion to approve bills and payroll in the total amount of \$4,241,664.69:

		<b>Fund</b>	<u>Title</u>	<u>Amount</u>
		10	General Fund/Payroll	\$162,286.79
		11	Current Expense	1,184,052.74
		11	Current Expense/Payroll	962,812.22
		20	Special Revenue	93,116.83
		20	Special Revenue/Payroll	11,617.49
		<b>30</b>	<b>Building Projects</b>	222,173.18
		40	Debt Service	1,529,114.38
		<b>50</b>	Kid's Corner	5,800.16
		<b>50</b>	Community Education	17,453.08
		<b>50</b>	Camp Blue Star	53,217.82
	M	lotion_	Second	Vote
Action	w a <sub>]</sub> 20	orksho pplicab 014 sch	o approve staff attendances and conferences, include reimbursable expenses ool year.  Second	ding costs related to , during the 2013-
Action	K Se pe ar	atzenb chool Y eriod J mount	o approve a Tuition Contract School of the Deaf for ear Program (ESY) for on uly 8, 2013 through Augus of \$4,900.00.	the Extended e (1) student, for the t 9, 2013 in the
	171	lotion_	Second	vote
Action	St D aı	tart Pro istrict 1 nd read	o approve an Agreement k ogram and the Hamilton T to support children's optin liness. Second	ownship School nal development
Action	A Se Se	ide Cor ervices chool Y	o approve a Tuition Contract with the Gloucester School District (GCSSSD) ear Program (ESY) for one of July 8, 2013 for twenty (	County Special for the Extended e (1) student,
			gram/20 days, at \$192.00/d One Aid/20 days at \$156.00/	-
	M	otion_	Second	_Vote

Action	18		-	Contract with Atlantic ool District (ACSSSD) for	
		the Extended	l School Year Pro	ogram (ESY) for twelve	
4		(12) students	, beginning July	1, 2013, for twenty (20)	
		•	t of \$105.00/day/p	er student for a total of	
		\$25,200.00.	0 1	<b>T.</b>	
		Motion	Second	Vote	
Action	19.		_	Contract with Gloucester	
		· -		ol District for Auxiliary	
				rices for one (1) student	
			•	and Extended School	
		Year (ESY) as	s follows:		
			ional Interpreter	r (School Year) -	
			ths - \$9,180.00	FCT 4000 F0	
			ional Interpretei	•	
		Motion	Second	Vote	
Action	20.	Motion to ap	prove an Agreem	ent with Monmouth-	
		Ocean Count	y Special Service	es School District to	
		provide Chap	ter 226 nursing	services to non-public	
		students for t	the $2013$ - $2014~\mathrm{sch}$	ool year in an amount	
				r fiscal year 2014.	
		Motion	Second	Vote	
Action	21.	Motion to apposchool year.	prove Grant sala	ries for the 2013-2014	
		_	Second	Vote	
	D Por	sannal/Nagatia	tions Committee	Mr Ailzon	
				en by the recommendation	NT)
		ne Superintend	_	en by the recommendation	<b>'11</b>
Action	1.	Motion to app	prove homeboun	d instruction for the	12
		2013-2014 sch	ool year (attach)	nent Personnel-1)	
		Motion	Second	Vote	
Action	2.	Motion to app	prove Position Co	ontrol Number changes	17
			014 school year (		
		Personnel-2).	•		
		,		Vote	
Action	3.	Motion to an	prove transfers fo	or the 2013-2014 school	19
-			nent Personnel-3		_0
		Motion	•		

Action	4. Motion to accept a resignation notice from Susan Petti, Hess School Paraprofessional effective September 9, 2013, with her last day of employment to be October 4, 2013 (attachment Personnel-4). MotionSecondVote
Action	5. Motion to accept a resignation notice from Mariam Majd, Shaner School Paraprofessional effective August 29, 2013, with her last day of employment to be September 29, 2013 (attachment Personnel-5).  MotionSecondVote
Action	6. Motion to accept a resignation notice from Marcia Errickson, Hess School Food Service worker, effective September 10, 2013, with her last day of employment to be September 24, 2013 (attachment Personnel-6).  MotionSecondVote
Action	7. Motion to accept a resignation notice from Jennifer Ottepka, Hess School secretary, effective September 6, 2013, with her last day of employment to be October 4, 2013 (attachment Personnel-7). MotionSecondVote
Action	8. Motion to accept a resignation notice from Cheri Steele, Hess School teacher, effective September 10, 2013 with her last day of employment to be November 8, 2013 (attachment Personnel-8). MotionSecondVote
Action	9. Motion to approve Kristen Meiklejohn as a part-time Shaner School Paraprofessional for the period September 18, 2013 through June 30, 2014, Paraprofessional Guide, Step 1, for a total annual salary of \$13,382.00, pro-rated (attachment Personnel-9).
	Salary subject to change at the completion of the H.T.E.A. negotiations.
	Ms. Meiklejohn is a replacement for Mariam Majd who has resigned.
	MotionSecondVote

Action	10.	emergent h not been co	pprove the following and applicant's nvicted of any distance the provision of	s attestation that she has qualifying crime	
			en Meiklejohn – Sh orofessional	aner School	
		Motion	Second	Vote	
Action	11.	time Hess S 28, 2013 thre total annua	chool B.S.I. teache	Cherry-Davis as a fuller for the period October 14, M.A., Step 1, with a 00, pro-rated	30
		Salary subje H.T.E.A. neg	_	e completion of the	
		Ms. Cherry- is on a mate	<del>-</del>	ment for Lisa Weber who	
		Motion	Second	Vote	
	E. Poli	cy Committe	e - Mrs. Capone		
Action	1.	Early Dismi	ssal on second rea	a #5230 – Late Arrival and addingVote	
Action	2.	Wide Parent	tal Involvement or	15.04 – Title I-District- n second reading. Vote	
Action	3.	C. Shaner Soreading.	chool Parental Inv	5.04.1 – Title 1 – Joseph volvement on second	
		Motion	Second	Vote	
Action	4.	L. Hess Educesecond read	cational Complexing.	5.04.2 – Title 1 – George Parental Involvement on	
		Motion	Second	Vote	

Action		5.	-	prove Policy#2415 le School Parental			
			Motion	Second	Vote		
		F. Tran	nsportation C	ommittee - Mr. Aı	nderson		
Action		1.	school year	prove club/activit (attachment Trans Second	portation-1).		34
	IX.		•	ration of additiona d of Education at t		y be prop	erly
Discussion		1.	Discussion o be provided)	f Stockton Energy	Audit (attachm	ent will	
	X.			om the public in ac n at Board meeting		he Board's	S

XI. Adjournment

TO: DR. MICHELLE M. CAPPELLUTI

RE: REGISTRATION/ADDRESS CHANGES/TRANSFER STATISTICS

# 2012-2013

	REGISTRATIONS	ADDRESS CHANGES	TRANSFERS
September	101	21	25
October	27	19	16
November	29	11	11
December	18	8	14
January	18	15	18
February	14	6	11
March	18	17	21
April	20	10	21
May	13	16	4
June	26	9	25
July	101	16	11
August	203	40	76
August Registrations	Aug	ust Address Changes	August Transfers
PS-25 K-65 1rst-14	PS-C	K-5 1rst-3	PS-0 K-6 1rst-8
2 <sup>nd</sup> -19 3 <sup>rd</sup> -16 4 <sup>th</sup> -15	2 <sup>nd</sup> -6	5 3 <sup>rd</sup> -5 4 <sup>th</sup> -2	2 <sup>nd</sup> -6 3 <sup>rd</sup> -12 4 <sup>th</sup> -7
5 <sup>th</sup> -18 6 <sup>th</sup> -9 7 <sup>th</sup> -17 8	3 <sup>th</sup> -5 5 <sup>th</sup> -7	' 6 <sup>th</sup> -1 7 <sup>th</sup> -5 8 <sup>th</sup> -6	5 <sup>th</sup> -10 6 <sup>th</sup> -10 7 <sup>th</sup> -13 8 <sup>th</sup> -4

Cheryl Rzasa -- Registration Secretary

Cc: D. Smith

T. Vogt C. Lopresto

D. Cartwright F. Conlow

### MEMORANDUM

TO: Superintendent of Schools

FROM: Twp. of Hamilton Construction Code

DATE: 08/06/13

RE: New Homes & Certificates of Occupancy

The following information is from August 1, 2013 through August 31, 2013.

# of Permits issued for new homes - 4

of the 4 - 0 was for an age restrictive home

# of Certificates of Occupancy for new homes - 5

of the 5 - 1 was for an age restrictive home

Should you have any questions concerning this information, please do not hesitate to contact me.

# HAMILTON TOWNSHIP BOARD OF EDUCATION Board Meeting of 9/17/2013

August 31, 2013

Rationale :	NJASBO professional development subscription	Funds reallocated to replenish supply inventory Funds reallocated to replenish supply inventory	System 44 staff training not in original budget			Set up Title I carryover funds for Davies	Set up Title I carryover funds for Davies	_Set up IDEA Non-Public carryover funds			
From	300.00	39,123.00	4,702.00 4,000.00	48,125.00		7,390.00 565.00 1,716.00	14,681.00 18,400.00	10,755.26	54,329.95	1	102,454.95
٠ و	300.00	37,000.00 2,123.00	8,702.00	48,125.00	13	9,671.00	33,081.00	11,577.95	54,329.95	1	102,454.95
Description	Undistributed Exp - Central Services - Misc Purch Services Undistributed Exp - Central Services - Supplies	Undistributed Exp - Transportation - Contracted Serv - Spec Edu Regular Programs - Instruction - General Supplies Regular Programs - Instruction - General Supplies	Special Education - Multiply Disabled - Instr - Purch Prof Serv Special Education - Multiply Disabled - Instr - Textbooks Special Education - Resource Room - Instr - Textbooks	Subtotal	September 17, 2013	Title I Davies C/O-Instructional Salaries Title I Davies C/O-Instructional Supplies Title I Davies C/O-Employee Benefits Title I Davies C/O-Travel	Title I Hess C/O-Instructional Supplies Title I Hess C/O-Purchased Educ Services Title I Hess C/O-Instructional Equip	IDEA Basic NP C/O-Instructional Salaries IDEA Basic NP C/O-Employee Benefits IDEA Basic NP C/O-Purch Prof/Tech Services	Subtotal	Subtotal	Total
School	32 Travel 30 District	<ul><li>15 District</li><li>10 General</li><li>10 Shaner</li></ul>	20 Spec Edu 40 Spec Edu 40 Spec Edu			enue 30 Davies 30 Davies 30 Davies 30 Travel	00 Hess 00 Hess 31 Hess	St. Vincent St. Vincent St. Vincent	sfers		
. Account Schoon-	11-000-251-592	11-000-270-515 11-190-100-610 11-190-100-610	11-212-100-320 11-212-100-640 11-213-100-640			Special Revenue 20-234-100-100 C 20-234-100-600 C 20-234-200-200 C 20-234-200-500 T	20-234-100-600 20-234-200-300 20-234-400-731	20-253-100-100 20-253-200-200 20-253-200-300	Payroll Transfers		

Personnel-2

# POSITION CONTROL # SY 2013-2014

Custodial

Activate

Shaner

11.01.15 AQL

Inactivate

Davies

10.03.15 AQZ

10.03.15 AQT

# POSITION CONTROL # SY 2013-2014

# Creation

Kinder - Grade 2 24.01.02 BMD 24.01.02 BDT 24.01.02 BME

# **Activate**

Kinder 24.01.02 BDX 24.01.02 BDP Grade 4 SC 24.04.06 BFN 24.04.06 BFO Grade 5 SC 24.04.07 BFQ

# Inactivate

Pre-K 24.04.00 BEL 24.04.00 BEP 24.04.00 BFZ Grade 1 24.01.03 BEC Grade 2 24.04.04 BFA Grade 2 SC 24.04.04 BFB 24.04.04 BFC

Personnel-3

# TRANSFERS FOR SY 2013-4 PARAPROFESSIONALS

NAME		TRANSFER	FROM		TRANSFER '	го
	SCHOOL	GRADE LEVEL	POS. CONTROL#	SCHOOL	GRADE LEVEL	POS. CONTROL#
Valarie Rajca	Davies	Grade 7	24.03.09 BHY	Davies	Grade 6	24.03.08 BGB
Marla Kanevsky	Davies	Grade 6-8 SC	24.03.09 BGG	Davies	Grade 8	24.03.10 BGN
Iris Townsend	Davies	Grade 8 SC	24.03.10 BGN	Davies	Grade 6-8 SC	24.03.08 BGU
Althea Maxwell	Davies	Grade 6	24.03.08 BGB	Davies	Grade 6-8 SC	24.03.09 BHY
Faye Fuller	Hess	Pre-K SC	24.04.01 BES	Davies	Grade 6-8 SC	24.03.09 BGG
Vivian Ragan	Hess	Grade 6	24.03.08 BGU	Davies	Grade 6-8 SC	24.03.10 BGS
Lois Townsend	Davies	Grade 6-8 SC	24.03.10 BGS	Davies	New Horizons	24.03.11 BGO
Annette Palmeri	Hess	Pre-K Regular	24.04.00 BEJ	Hess	Pre-K SC	24.04.01 BES
Bonnie Repko	Hess	Pre-K Regular	24.04.00 BEO	Hess	Pre-K SC	24.04.01 BEU
Dawn McCoy	Shaner	Kinder	24.01.02 BDS	Hess	Pre-K SC	24.04.01 BEV
Rita Cohen	Hess	Pre-K SC	24.04.01 BEU	Hess	Pre-K Regular	24.04.00 BEO
Deanna Harring	Hess	Pre-K SC	24.04.01 BEV	Hess	Pre-K Regular	24.04.00 BEJ
Michele Nilan	Hess	Grade 3-5 SC	24.04.05 BFH	Hess	Pre-K SC	24.04.01 BLR
Deborah Cantz	Hess	Grade 2 SC	24.04.04 BFB	Hess	Grade 2 Regular	24.04.05 BLT
Kathleen Camp	Hess	Pre-K Regular	24.04.00 BEL	Hess	Grade 2 Regular	24.04.04 BEZ
Jacqueline Tummon	Hess	Grade 2 SC	24.04.04 BFC	Hess	Grade 3 SC	24.04.05 BFK
Susan Pelligrino	Hess	Grade 3 SC	24.04.05 BFK	Hess	Grade 3-5 SC	24.04.05 BLF
Deborah Hackley	Hess	Grade 5 Regular	24.04.07 BFU	Hess	Grade 3 Regular	24.04.05 BFJ
Susan Wolfe	Hess	Grade 3-5 SC	24.04.05 BLF	Hess	Grade 4 SC	24.04.06 BFN
Chiyo Pease	Hess	Grade 2 Regular	24.04.04 BFA	Hess	Grade 4 Regular	24.04.06 BFM
Traci Brittain	Hess	Grade 2 Regular	24.04.04 BLT	Hess	Grade 5 Regular	24.04.07 BFU
Felicia Barber	Hess	Grade 3-5 SC	24.04.06 BFP	Hess	Grade 5 Regular	24.04.07 BFQ
Amy Brooke-Flagg	Hess	Grade 4 Regular	24.04.06 BFM	Hess	Grade 4 SC	24.04.06 BFO
Ciera Dattolo	Shaner	Kinder Regular	24.01.02 BDV	Shaner	Kinder - Grade 2 SC	24.01.02 BDT
Rebecca Rosen	Shaner	Kinder Regular	24.01.02 BHK	Shaner	Kinder - Grade 2 SC	24.01.02 BDZ
Melanie Piskun	Shaner	Grade 1 Regular	24.01.03 BEC	Shaner	Kinder SC	24.01.02 BHK
Jessica Lewis	Hess	Pre-K Regular	24.04.00 BEP	Shaner	Kinder Regular	24.01.02 BDP
Mary Jane Valiante	Shaner	Grade 1 Regular	24.01.03 BEB	Shaner	Kinder Regular	24.01.02 BDS
Kristen Caggia	Davies	New Horizons	24.03.11 BGO	Shaner	Kinder Regular	24.01.02 BDX
Ashley Levari	Shaner	Grade 1 Regular	24.01.03 BIC	Shaner	Grade 1 SC	24.01.03 BEG
Karen Wigglesworth	Shaner	Grade 1 SC	24.01.03 BEG	Shaner	Grade 1 Regular	24.01.03 BIC
Jessica O'Brien	Shaner	Kinder SC	24.01.02 BDT	Shaner	Grade 1 Regular	24.01.03 BEB
Angela Virone	Hess	Pre-K SC	24.04.01 BLR	Shaner	Kinder - Grade 2 SC	24.01.02 BMD
Mariam Majd	Hess	Pre-K Regular	24.04.00 BFZ	Shaner	Kinder Regular	24.01.02 BDQ
			<u> </u>	t	I	

# TRANSFERS FOR SY 2013-4 CUSTODIAL

NAME	TRAI	NSFER FROM	TRA	NSFER TO
	SCHOOL	POS. CONTROL#	SCHOOL	POS. CONTROL #
Donald Cavileer	Davies	10.03.15 AQZ	Hess	10.04.15 ARG
Maria Medina	Davies	10.03.15 AQU	Hess	10.04.15 ARD
Van Pearson	Hess	10.04.15 ARD	Davies	10.03.15 AQU
Keith Russell	Hess	10.04.15 ARI	Shaner	11.01.15 AQL
Norma Sullivan	Davies	10.036.15 AQT	Hess	10.04.15 ARI

# TRANSFERS FOR SY 2013-4 FOOD SERVICE

NAME	POSITION/HRS	TRA	ANSFER FROM	T	RANSFER TO
		SCHOOL	POS. CONTROL#	SCHOOL	POS. CONTROL #
Mary Donoflio	FSW 3hrs/day	Shaner	06.01.18 ASB	Hess	06.04.18 ASQ
Lydia Kuhn	FSW 3hrs/day	Hess	06.04.18 ASQ	Shaner	06.01.18 ASB

TRANSFERS FOR SY 2013-4 DAVIES SCHOOL

NAME		TRANSFER FROM	MO		TRANSFER TO		NOTES
	зсноог	GRADE LEVEL	POS. CONTROL#	SCHOOL	GRADE LEVEL	POS. CONTROL #	
Scott Meile	Davies	Grade 7 LAL	20.03.09 AWI	Davies	Grade 8 LAL	20.03.10 AWD	
Brandi Holdren	Davies	Grade 8 LAL	20.03.10 AWC	Davies	Grade 6 LAL	20.03.08 AWO	
Patricia Fleming	Davies	Grade 6 LAL	20.03.08 AWO	Davies	Grade 8 LAL	20.03.10 AWC	
Dawn Smith	Davies	Grade 8 LAL	20.03.10 AWD	Davies	Grade 7 LAL	20.03.09 AWI	
Amy Carter	Davies	SPED LAL	20.03.30 AEZ	Davies	Read 180	20.03 AKK	
Jessica Tobin	Davies	Grade 8 Math	20.03.10 AUR	Davies	SPED Math	20.03.10 AXA	
Rachel Kaczmarski	Davies	Grade 8 Math	20.03.10 AUR	Davies	Grade 7 Math	20.03.09 AUV	
Jennifer Conner	Davies	Grade 7 Math	20.03.09 AUV	Davies	Grade 8 Math	20.03.10 AUR	
						mannet a robot	

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TRANSFERS FOR SY 2013-14 HESS SCHOOL

NAME		TRANSFER FROM	NON		TRANSFER TO		NOTES
	SCHOOL	GRADE LEVEL	POS. CONTROL # SCHOOL	SCHOOL	GRADE LEVEL	POS. CONTROL #	
Kelly Filoon	Hess	Grade 5 ICS/LRC	20.04.07 BCI	Hess	Grade 4 ICS/LRC	20.04.06 BCD	
Jennifer Padula	Hess	Grade 5 ICS/LRC	20.04.07 BCJ	Hess	Grade 4 ICS/LRC	20.04.06 BCE	
Jennifer Travis	Hess	Grade 5 ICS/LRC	20.04.07 BCF	Hess	Grade 2 ICS/LRC	20.04.04 BBS	
Kathleen Reed	Hess	Grade 4 ICS/LRC	20.04.06 BCD	Hess	Grade 5 ICS/LRC	20.04.07 BCI	
Lori Obriski	Hess	Grade 3 ICS/LRC	20.04.05 BBV	Hess	Grade 5 ICS/LRC	20.04.07 BCJ	
Jane Flanagan	Hess	Grade 2 ICS/LRC	20.04.04 BBS	Hess	Grade 3 ICS/LRC	20.04.05 BBV	
Christine Reed	Hess	Grade 3 ICS/LRC	20.04.05 BBY	Hess	Grade 4 ICS/LRC	20.04.06 BBY	
Leslie Kayes	Hess	Grade 4 ICS/LRC	20.04.06 BCE	Hess	Grade 5 ICS/LRC	20.04.07 BCF	