

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 22, 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 5:30 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mr. Eric Aiken, Board President.

**Call  
To  
Order**

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambone (arrived 5:39 p.m.), Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived 5:40 p.m.), Mrs. Barbara Kupp, Mr. Kim Melton, and Mr. Eric Aiken.

**Roll  
Call**

Absent: None

Also present were: Dr. Maryann Banks, Interim Superintendent of Schools  
Mr. Mark A. Ritter, Interim School Business Administrator  
Mr. Eric Goldstein, Solicitor

**BOARD ETHICS WORKSHOP**

Mrs. Maryann Friedman from NJSBA conducted a workshop for Board members making them aware of their ethic responsibilities.

**EXECUTIVE SESSION**

Motion by Mr. Haye, seconded by Mrs. Buchanan, to enter into executive session.

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:

- HIB Report
- Tort Claim possible regarding bus accident

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

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approximately 20 minutes.

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 Board entered into Executive session at 6:30 p.m.

The Board resumed the Regular meeting at 6:49 p.m.

**Pledge of Allegiance** Mr. Aiken introduced the Shaner School students who led the Pledge of Allegiance.

The students were presented with certificates for their participation.

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. Buchanan, seconded by Mrs. Melton, to approve the regular and executive session minutes of the meeting of January 11, 2016, as per attachment Minutes-1;

and to approve the regular and executive session minutes of the meeting of February 1, 2016, as per attachment Minutes-2;

and to approve the special session minutes of the meeting of February 3, 2016, as per

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attachment Minutes-3;

and to approve the special session minutes of the meetig of February 8, 2016, as per attachment Minutes-4;

and to approve the special session minutes of the meeting of February 9, 2016, as per attachment Minutes-5;

and to approve the special session minutes of the meeting of February 16, 2016, as per attachment Minutes-6.

Roll Call Vote: Seven in favor #1, #3, #4, #5 and #6: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mr. Ciambrone and Mr. Higbee (7-0-2)

Six in favor #2: Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Buchanan, Mr. Ciambrone and Mr. Higbee. (6-0-3)

### **CORRESPONDENCE**

1. Slow Food South Jersey Shore Garden Grant for Hess School, as per attachment IX-1
2. TEXT, TALK, ACT Award from the University of Arizona Foundation to the William Davies Middle School, as per attachment IX-2.
3. Delta Kappa Gamma Society International Grant for Davies School to help fund a class trip to Philadelphia, as per attachment IX-3.

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Barbara Kupp noted the skating parting held by the Education Foundation was a successful event. Grants will be given out in the Spring.

Amy Hassa noted the program held last week by GEHRHSD on Suicide Prevention which she attended.

Stephanie Buchanan attended the Special Education Advisory Committee meeting on February 11.

Eric Aiken thanked the Board members for the time spent on the Superintendent Search. He also noted the 8<sup>th</sup> Grade Dialogue reception to be held on March 1 for any members who might be interested in attending.

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The Dodgeball Tournament will be held on Friday, February 26. This is a wonderful event. The Ricky McAvaddy Blood Drive will be held on March 14 for anyone who is interested in donating blood.

## **SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
1. Dates to Remember
    - a. February 22, 2016 – Board Ethics Workshop – Davies School – 5:30 p.m.
    - b. February 22, 2016 – Board of Education Meeting – Davies School – 7:00 p.m.
    - c. February 24, 2016 – Finance Committee Meeting – Board Office – 4:30 p.m.
    - d. March 7, 2016 – Curriculum Committee Meeting – Board Office – 4:30 p.m.
    - e. March 9, 2016 – Finance Committee Meeting – Board Office – 4:00 p.m.
    - f. March 9, 2016 – Facilities Committee Meeting – Board Office – 5:00 p.m.
    - g. March 10, 2016 – Personnel Committee Meeting – Board Office – 4:30 p.m.
    - h. March 12, 2016 – Special Meeting – Budget Workshop – Davies School – 10:00 a.m.
    - i. March 14, 2016 – Board of Education Meeting – Davies School – 6:00 p.m.
    - j. March 24-29, 2016 – Schools Closed – Spring Break
- (B) Registration/Transfer Statistics for the Month of January, 2016, as per attachment XII-B.
- (C) Enrollment for the month of January, 2016, as per attachment XII-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XII-D.
- (E) Student Discipline Reports for the month of January, 2016, as per attachment XII-E.
- (F) Superintendent's/Principal's List for the Second Marking Period, as per attachment XII-F.
- (G) Round-Up Registration Dates: (Attachment XII-G)

### Pre-School Round Up:

Day One: William Davies Middle School Cafetorium

•April 20, 2016 – 3:00 p.m. – 7:00 p.m.

Days Two and Three: Will be held at the Registration Office at the Shaner School

•April 21, 2016 – 9:30 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.

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- April 22, 2016 – 9:30 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.

Kindergarten Round-Up

Day One: William Davies Middle School Cafetorium

- May 11, 2016 – 3:00 p.m. to 7:00 p.m.

Days Two and Three: Will be held at the Registration Office at the Shaner School

- May 12, 2016 – 9:30 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.
- May 13, 2016 – 9:30 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.

**COMMITTEES AND RECOMMENDATIONS**

**FACILITIES COMMITTEE - Mr. Ciambrone**

None

**CURRICULUM COMMITTEE – Mrs. Melton**

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

1. To approve payment to Jessica Newkirk & Megan Ferguson for providing professional development on the February 12<sup>th</sup> Professional Development Day (not to exceed 3 hours each) at the hourly rate (\$26.00 certificated staff) as provided for in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. **Professional Development**

This is funded through Local Funds.

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 Mr. Ciambrone, 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 December, 2015. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of December, 2015, as per **Report of Receipts and Expenditures**

attachment Finance-1.

**Board  
Secretary's  
Report**

2. Board Secretary's Report for the period ending December 31, 2015. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of December 31, 2015, 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. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

The following items have been presented as informational items:

**Interest  
Income**

3. Interest Income for the month of December, 2015, as per attachment Finance-3.

**Receipts**

4. Receipts for the month of December, 2015, as per attachment Finance-4.

**Refunds**

5. Refunds for the month of December, 2015, as per attachment Finance-5.

**Capital  
Reserve  
Interest**

6. Capital Reserve Interest for the month of December, 2015, as per attachment Finance-6.

**Rental  
Income**

7. Rental Income for the month of December, 2015, as per attachment Finance-7.

**Miscellaneous  
Revenue**

8. Miscellaneous Revenue for the month of December, 2015, as per attachment Finance-8.

9. The monthly Budget Summary Report for December, 2015 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. Kupp, to approve the following motions, as presented:

10. To approve budget transfers for the month of January, 2016, as per attachment Finance-10. **Budget Transfers**
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. **Superintendent's and Board Secretary's certification**

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 \$763,396.71, as per attachment Finance-12. **Purchase orders**

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 \$4,387,465.30, as per attachment Finance-13: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$3,439.00
10	General Fund/Payroll	205,392.79
11	Current Expense	1,255,265.37
11	Current Expense/Payroll	2,283,495.68
12	Capital Outlay	5,647.04
20	Special Revenue	72,929.42
20	Special Revenue/Payroll	75,949.01
40	Debt Service	340,586.25
50	Cafeteria	144,760.74

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- Staff attendance at seminars, workshops and conferences** 14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2015-2016 school year, as per attachment Finance-14.
- NJ Commision for the Blind** 15. To approve an Agreement with the NJ Commission for the Blind for one (1) student for the 2015-2106 school year in the amount of \$1,250.00.
- Slow Food South Jersey Shore** 16. To accept Grant funds from Slow Food South Jersey Shore for the Hess School to support their school garden in the amount of \$500.00.
- TEXT, TALK, ACT award** 17. To accept a TEXT, TALK, ACT award for the William Davies Middle school in the amount of \$1,000.00 from the University of Arizona Foundation.
- Delta Kappa Gamma** 18. To accept Grant funds from Delta Kappa Gamma for the Davies School to help fund a class trip to Philadelphia for 37 special needs students in the amount of \$389.76.

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

- PEA Transfer** 19. To approve the submission of the Preschool Education Aid (PEA) Transfer Form for the 2015-2016 school year, as per attachment Finance-19.
- Tuition contract with Vineland BOE** 20. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and the Vineland Board of Education (receiving district) for one student for the 2015-2016 school year at a cost of \$185.16/per diem for 33 days for a total cost of \$6,110.28.



21. To approve a tuition contract between the Hamilton Township Board of Education (receiving district) and the Atlantic City Board of Education (sending district) for one student for the 2015-2016 school year for a total cost of \$11,808.00. **Tuition contract with Atlantic City BOE**
22. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and the Millville Board of Education (receiving district) for one student for the 2015-2016 school year at a cost of \$87.73/per diem for 180 days at a total cost of \$15,792.00, plus \$548.70 for Speech Services. **Tuition contract with Millville BOE**
23. To approve the FY 2016 Revised NCLB Application to include FY 2015 Carryover Funds and FY 2016 transfers to date in the following amounts, as per attachment Finance-23: **FY 2016 Revised NCLB Application**

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
Title I	\$552,453	\$1,562	\$554,015
Title IIA	70,736	2,676	73,412
Title III	16,492	513	17,005
Title III-Immigrant	<u>4226</u>	<u>0</u>	<u>4,226</u>
	\$643,907	\$4,751	\$648,658

24. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and Cape May County Special Services School District (receiving district) for one (1) student for the 2015-2016 school year at a total cost of \$30,500.00, plus an additional \$11,000.00 non-resident fee. **Tuition contract with CMCSSD**

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)

**PERSONNEL/NEGOTIATIONS COMMITTEE - Mrs. Kupp**

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

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

**District substitutes** 1. To approve district substitutes for the 2015-2016 school year, as per attachment Personnel-1.

**Homebound instruction** 2. To approve homebound instruction for the 2015-2016 school year, as per attachment Personnel-2.

**NJFLA for Theresa Christman** 3. To approve an extension to a NJ Family Leave of Absence for Theresa Christman, Hess School teacher, from April 25, 2016 to the end of the school year, with a return to work date of September 1, 2016, as per attachment Personnel-3.

The Leave of Absence was previously approved on October 26, 2105.

**FFMLA for Karen Wigglesworth** 4. To approve an extension to a Federal Family Medical Leave of Absence for Karen Wigglesworth, part-time Shaner School Paraprofessional from February 1, 2016 through March 4, 2016 with a return to work date of March 7, 2016, as per attachment Personnel-4.

The Federal Family Medical Leave of Absence was previously approved on January 11, 2016.

**NJFLA for Stefanie Green** 5. To revise a NJ Family Leave of Absence for Stefanie Green, Hess School Special Education teacher. Mrs. Green is requesting to use NJ Family Leave from March 21, 2016 to the end of the school year with a return to work date of September 1, 2016, as per attachment Personnel-5.

**Employment contract for Kelly Flynn** 6. To extend the employment contract for Kelly Flynn, Hess School teacher, from May 3, 2016 to the end of the school year, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated.

Mrs. Flynn is a temporary replacement for Mrs. Christman who extended her maternity leave of absence.

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:

7. To extend the employment contract for Tamara Morey, Hess School Special Education teacher, from April 26, 2016 to the end of the school year, B.A., Step 1, with a total annual salary of \$50,050.00, pro-rated. **Employment contract for Tamara Morey**  
  
Miss Morey is a temporary replacement for Mrs. Green who extended her maternity leave of absence.
8. To approve a medical leave of absence without pay for Lisa King, Hess School part-time Paraprofessional from February 1, 2016 through February 10, 2016. **Medical leave of absence for Lisa King**
9. To approve Ian Brown as a full-time, 10 month, Davies School teacher for the period April 20, 2016 through June 30, 2016, B.A., Step 1, with a total annual salary of \$50,050.00, per attachment Personnel-9. **Ian Brown, Davies Teacher**  
  
Mr. Brown is a replacement for Lauren Kreifus who will be on a maternity leave of absence.
10. To approve Charles Dupras as a full-time, 10 month, Davies School teacher for the period March 21, 2016 through June 30, 2016, M.A., Step 1, with a total annual salary of \$53,328.00, pro-rated, as per attachment Personnel-10. **Charles Dupras, Davies Teacher**  
  
Mr. Dupras is a replacement for Ericka Pitman who will be on a maternity leave of absence.

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 Mr. Haye, to approve the following motion, as presented:

- Retirement of Ginger Fisher**      11. To accept a retirement notice from Ginger Fisher, Physical Therapist, effective July 1, 2016, as per attachment Personnel-11.

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:

- Mentors**      12. To approve the following Mentors for the 2015-2016 school year:

- Nancy Arsenault for Ian Brown
- Rebecca McErlane for Charles Dupras

- Maternity Leave for Lisa Weber**      13. To approve a maternity leave of absence for Lisa Weber, Hess School teacher. Mrs. Webster will use sick time for the period January 4, 2016 through January 20, 2016, NJ Family Leave for the Period January 21, 2016 through April 20, 2016 and Child Rearing Leave for the period April 21, 2016 to the end of the school year with a return to work date of September 1, 2016.

- Marie Amorelli, Instructional Services**      14. To approve Marie Amorelli, St. Vincent dePaul School teacher to provide instructional services to basic skill students at St. Vincent dePaul School for a total of 20 sessions for a total stipend amount of \$904.00 for the period February 23, 2016 through June 30, 2016, as per attachment Personnel-14.

This is funded through Title I funds.

15. To approve grant funded extra-curricular activities for the 2015-2016 school year, as per attachment Personnel-15.

**Extra-Curricular  
Activities**

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**

Motion by Mr. Higbee, seconded by Mr. Ciambrone, to approve the following motion, as presented:

1. To approve club/activity trips for the 2015-2016 school year, as per attachment Transportation-1.

**Club/Activity Trips**

Roll Call Vote: Eight in favor: Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Nay: Mrs. Buchanan (8-1-0)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

Mr. Goldstein informed the Board that the ethic complaint recently submitted by Mrs. Erickson has been withdrawn. He is still waiting on a response on the complaint by Mrs. Capone.

**UNFINISHED BUSINESS**

Mr. Aiken updated the public on the Superintendent Search.

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Mr. Gildiner wanted to thank the Board and the District for the use of the buildings for the Dodgeball Tournament as well as the Ricky McAvaddy Blood Drive.

**ADJOURNMENT**

Motion by Mr. Aiken, seconded by Mrs. Melton, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 7:34 p.m.

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Mark A. Ritter,  
Interim Business Administrator