

Mays Landing, NJ
March 14, 2016

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON MARCH 14, 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 6:00 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 Ciambrone, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mr. Kim Melton (arrived 6:20 p.m.), and Mr. Eric Aiken.

**Roll
Call**

Absent: None

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

EXECUTIVE SESSION

Motion by Ms. Erickson, seconded by Mrs. Kupp, 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:

- Building Security Update
- HIB
- Ambulance Call
- Transfers

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 35 minutes.

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

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The Board entered into Executive session at 6:01 p.m.

The Board resumed the Regular meeting at 7:00 p.m.

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 Mr. Aiken, seconded by Mrs. Melton, to approve the regular and executive session minutes of the meeting of February 22, 2016, as per attachment Minutes-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 Mrs. Buchanan, seconded by Mrs. Melton, to approve the Special meeting minutes of February 23, 2016, as per attachment Minutes-2.

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

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the Special meeting minutes of February 25, 2016, as per amended attachment Minutes-3.

Roll Call Vote: Seven in favor: Mrs. Buchanan, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs.

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Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mr. Ciambrone and Mr. Higbee. (7-0-2)

Motion by Mr. Aiken, seconded by Mrs. Melton, to approve the Special meeting minutes of March 3, 2016, as per attachment Minutes-4.

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

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mr. Ciambrone noted that he enjoyed the Dodgeball Tournament and he was happy that the police department was invited this year.

Ms. Erickson commented that she attended and enjoyed the play held at the Hess School, as well as the performance by Oakcrest. The production and the talent were excellent.

Several of the Board members noted the play held at Oakcrest and Hess as well. They also noted several workshops and events which were held over the past several weeks, specifically the Suicide Prevention Workshop held on March 10 at Oakcrest High School.

Mrs. Hassa also noted that Mrs. Melton mentioned at the last meeting that she would like to see a similar workshop held in our district.

Mr. Haye asked for an update on the status of the ethic complaints which have been filed.

Mr. Goldstein gave him a brief update.

SUPERINTENDENT/STAFF REPORTS

(A) Information Items

1. Dates to Remember

- a. March 24-29, 2016 – Schools Closed – Spring Break
- b. April 7, 2016 – Personnel Committee Meeting – Board Office – 4:30 p.m.
- c. April 11, 2016 – Curriculum Committee Meeting – Davies School
5:15 p.m.
- d. April 11, 2016 – Board of Education Meeting – Davies School – 6:00 p.m.
- e. April 13, 2016 – Finance Committee Meeting – Board Office – 4:00 p.m.
- f. April 13, 2016 – Facilities Committee Meeting – Board Office – 5:00 p.m.

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- g. April 25, 2016 – Transportation/Discipline Committee Meeting – Davies School – 4:30 p.m.
 - h. April 25, 2016 – Policy Committee Meeting – Davies School – 5:00 p.m.
 - i. April 25, 2016 – Board of Education Meeting and Public Hearing on the Budget – Davies School – 6:00 p.m.
- (B) Registration/Transfer Statistics for the Month of February, 2016, as per attachment XI-B.
- (C) Enrollment for the month of February, 2016, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Davies Performing Arts Night
- March 22, 2016 – 6:30 p.m. – Davies Cafeteria
- (F) Presentation:
- PTA Fund Distribution
Given by April Perrone

COMMITTEES AND RECOMMENDATIONS

FACILITIES COMMITTEE - Mr. Ciambrone

Mr. Ciambrone reported that the District is in the process of updating the security system.

CURRICULUM COMMITTEE – Mrs. Melton

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

- District Calendar**
1. To approve the 2016-2017 District Calendar, as per attachment Curriculum-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)

This motion was tabled.

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

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2. To approve the 2016-2017 Maintenance/Custodial Calendar, as per attachment Curriculum-2. **2016-2017 Maintenance/Custodial Calendar**

3. To approve the submission of the Annual Statement of Assurance of Comprehensive Equity Plan Implementation to the New Jersey Department of Education and approval that the Board of Education will support full implementation of the Comprehensive Equity Plan in year 2016-2017 through 2018-2019 (attachment Curriculum-3). **Comprehensive Equity Plan**

- Project Director: Russell Clark, Affirmative Action Officer

4. To approve the submission of a Child Assault Prevention Grant Application (CAP) for Shaner School and 7th Grade Davies School students for the 2016-2017 school year. **CAP Grant for Shaner**

5. To approve the submission of a Child Assault Prevention (CAP) Bullying Prevention Grant for the 2016-2017 school year for the Hess School. **CAP Bullying Prevention Grant**

- This is the follow-up program to the Child Assault Prevention Program being provided at the Hess School this spring that does not have the bullying component in it.

6. To approve the submission of the District's Preschool Program Plan Update for 2016-2017, as per attachment Curriculum-6. **Preschool Program Plan Update**

- 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 motion, as presented:

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**Resolution to
Adopt
Tentative
Budget**

1. To approve the following Resolution to Adopt a Tentative Budget for the 2016-2017 school year:

RESOLUTION #101
RESOLUTION OF THE HAMILTON
TOWNSHIP
BOARD OF EDUCATION TO ADOPT A
TENTATIVE BUDGET

The Board of Education of Hamilton Township hereby adopts the following tentative budget for the 2016-2017 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 2,982

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	42,229,300	17,727,379
Special Revenue Fund	2,960,646	-
Debt Service Fund	<u>3,310,832</u>	<u>2,816,081</u>
Total Base Budget	48,500,778	20,543,460

As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2016-17 tentative budget includes a maximum travel appropriation of \$75,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Included in the 2016-2017 proposed budget is a maximum regular business travel amount of \$1,500.00 per employee.

Pursuant to N.J.A.C. 6A:23A-5.2(a),

maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2016-2017 budget.

AS REQUIRED by N.J.A.C. 6A:23A-10.3(b), the 2016-2017 budget includes the use of banked cap. The 2016-2017 budget includes utilizing banked cap in the amount of \$200,000. The need for this banked cap is to offset increases in health care costs, and transportation costs. These costs cannot be deferred or incrementally completed over an extended period of time and must be completed by the end of the budget year.

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

2. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of January, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2016, as per attachment Finance-2. **Report of Receipts and Expenditures**
3. Board Secretary's Report for the period ending January 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of January 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 **Board Secretary's Report**

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-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 items have been presented as informational items:

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|---------------------------------|-----|--|
| Interest Income | 4. | Interest Income for the month of January, 2016, as per attachment Finance-4. |
| Receipts | 5. | Receipts for the month of January, 2016, as per attachment Finance-5. |
| Refunds | 6. | Refunds for the month of January, 2016, as per attachment Finance-6. |
| Capital Reserve Interest | 7. | Capital Reserve Interest for the month of January, 2016, as per attachment Finance-7. |
| Rental Income | 8. | Rental Income for the month of January, 2016, as per attachment Finance-8. |
| Miscellaneous Revenue | 9. | Miscellaneous Revenue for the month of January, 2016, as per attachment Finance-9. |
| Budget Summary Report | 10. | The monthly Budget Summary Report for January, 2016 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-10. |

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

11. To approve budget transfers for the month of February, 2016, as per attachment Finance-11. **Transfers**
12. 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 and Board Secretary's Report**

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:

13. Purchase orders issued for services, supplies and equipment in the amount of \$811,370.13, as per attachment Finance-13. **Purchase orders**

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

14. To approve the following bills and payroll in the total amount of \$3,867,788.56, as per attachment Finance-14: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,444.00
10	General Fund/Payroll	207,072.03
11	Current Expense	1,142,243.67
11	Current Expense/Payroll	2,181,854.69
12	Capital Outlay	14,447.00
20	Special Revenue	69,348.07
20	Special Revenue/Payroll	73,968.40

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50	Cafeteria	133,308.93
50	Kids' Corner	34,320.82
50	Community Education	4,625.33
50	Camp Blue Star	4,155.62

Staff attendance at seminars, workshops and conferences

15. 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 -15.

PTA Funds

16. To accept PTA funds for the 2015-2016 school year in the amount of \$1,939.52 as follows, as per attachment Finance-16:

- Hess 2nd & 3rd Grade Author visit -partial funding: \$300.00
- Hess 2nd & 5th Grade Field Day - partial funding: \$500.00
- Davies 6th Grade Author visit - partial funding: \$300.00
- Davies self-contained field trip to archeological dig site: \$389.76*
- Davies Stem Club Field Trip to Lincoln Financial Field: \$449.76*

*Cost of busing only as quoted by District's transportation vendor

Donation by PTA

17. To accept the donation of items purchased by the PTA in the amount of \$9,827.49. See attachment Finance-17, for a list of these items.

Tuition contract

18. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and the Buena Regional Board of Education (receiving district) for one homeless student for the 2015-2016 school year at a cost of \$69.44/per diem for 95 days for a total cost of \$6,596.80.

Personal Aide Agreement

19. To approve a Personal Aide Agreement between the Hamilton Township Board of Education (sending district) and Atlantic County Special Services School District (receiving district) for a full-time personal aide for one student for the 2015-2016 school year at a total cost of \$43,740.00, pro-rated from February 29, 2016 through June 30, 2016 and for the 2016 Extended School Year at a rate to be

determined.

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|-----|---|---|
| 20. | To approve a tuition contract between the Hamilton Township Board of Education (receiving district) and the Absecon Board of Education (sending district) for one homeless student for the 2015-2016 school year at a total cost of \$8,078.70. | Tuition contract between HTBOE and Absecon BOE |
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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 Mr. Haye, to approve the following motions as presented:

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| 1. | To approve district substitutes for the 2015-2016 school year, as per attachment Personnel-1. | District substitutes |
| 2. | To approve homebound instruction for the 2015-2016 school year, as per attachment Personnel-2. | Homebound instruction |
| 3. | To accept a resignation notice from Danielle Bart, Personnel/Technology Secretary effective February 29, 2016 with her last day of employment to be April 1, 2016, as per attachment Personnel-3. | Resignation from Danielle Bart |
| 4. | To approve an extension to a Federal Family Medical Leave of Absence for Karen Wigglesworth, Shaner School, part-time Paraprofessional from March 4, 2016 to April 1, 2016 with a return to work date of April 4, 2016, as per attachment Personnel-4. | FMLA for Karen Wigglesworth |

The Leave of Absence was previously approved on January 11, 2016 and February 22, 2016.

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- NJ Famil Leave of Absence for Mary Jane Valiante** 5. To approve an intermittent NJ Family Leave of Absence for Mary Jane Valiante, Shaner School part-time Paraprofessional for the 2015-2016 school year beginning March 9, 2016, as per attachment Personnel-5.
- Maternity Leave of Absence for Lori Bernard** 6. To extend a Maternity Leave of Absence for Lori Bernard, Hess School teacher. Mrs. Bernard is requesting to use sick time from March 15, 2016 through March 23, 2016 and New Jersey Family Leave from March 30, 2016 through April 28, 2016, with a return to work date of April 29, 2016, as per attachment Personnel-6.
- Extension of employment for Anna Miller** 7. To approve an extension of employment for Anna Miller until April 29, 2016. Ms. Miller is a replacement for Lori Bernard who is 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. Erickson, to approve the following motion, as presented:

- Retirement from Annmarie Benson** 8. To accept a retirement notice from Annmarie Benson, Davies School teacher effective July 1, 2016, as per attachment Personnel-8.

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 motion, as presented:

- NJFLA for Cheryl Mischlich** 9. To approve an intermittent New Jersey Family Leave of Absence for Cheryl Mischlich, Shaner School teacher for the 2015-2016 school year beginning March 4, 2016, as per attachment Personnel-9.

10. To approve a Maternity Leave of Absence for Laura Hackney, Hess School teacher. Mrs. Hackney is requesting to use her accumulated sick time from May 30, 2016 through the end of the school year and eight (8) weeks of New Jersey Family Leave beginning the 2016-2017 school year, with a return to work date of October 31, 2016, as per attachment Personnel-10. **Maternity Leave of Absence for Laura Hackney**
11. To approve the following Custodial in-house transfers for the 2015-2016 school year effective March 7, 2016, as per attachment Personnel-11: **Custodial transfers**
- | | |
|------------------|---------------------|
| Michael Hruska – | from Hess to Shaner |
| Maria Medina – | from Shaner to Hess |
| Carmen Choseed - | from Hess to Davies |
| Van Pearson - | from Davies to Hess |
12. To accept the resignation of Sean Leidy, Custodial Supervisor, effective March 7, 2016. **Resignation of Sean Leidy**
- 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 Ms. Erickson, 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: 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)

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RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Hassa provided information to the Board regarding suicide prevention. She would like the Board to review this and see if there is any information that can be utilized by the district.

NEW BUSINESS

None

PUBLIC COMMENTS

Larry Laskowski, a paraprofessional in the district spoke about Autism Awareness month. He asked if the district could change the color of the spotlights in the school to blue for the month of April for Autism awareness. There are also other activities which will be held during the month and would ask the staff and students for their support.

Nadine Cayce spoke to the Board regarding suicide. She noted the number of suicides which have occurred in the area over the past few years. She feels this is a crisis that need to be handled in the district.

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:08 p.m.

Mark A. Ritter,
Interim Business Administrator