

Mays Landing, NJ  
April 25, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON APRIL 25, 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 Mark A. Ritter.

**Call  
To  
Order**

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambro, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mr. Kim Melton (arrived 6:48 p.m.), and Mr. Eric Aiken.

**Roll  
Call**

Absent: None

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

**EXECUTIVE SESSION**

Motion by Mr. Aiken, 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:

- School Security
- Personnel

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: (8-0-0)

The Board entered into Executive session at 6:03 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 minutes of the regular and executive session minutes of the meeting of April 11, 2016.

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)

**CORRESPONDENCE**

Dr. Banks noted correspondence received from the National Junior Honor Society. She introduced Mr. Santilli to speak regarding three of the Davies School students who were selected for this award.

**PUBLIC COMMENTS**

Peggy Capone had questions for the Board regarding the tax levy and the HTEA contract, as well as the Superintendent's contract.

**BOARD MEMBER COMMENTS**

Mr. Aiken reminded the Board members of the Atlantic County School Board Associate meeting to be held on May 2. Mr. Aiken also noted the presentation

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which will be given by the Spread the Love Foundation on April 27 at 6:00 p.m. in the Davies School Cafetorium.

Mr. Aiken asked if any Board member would be able to attend the NJSBA Delegate Assembly meeting on Saturday, May 14. He asked if they could please let him know if they are able to attend.

Mr. Aiken also noted that the Finance Committee met with Dr. Banks and Mr. Ritter and that few changes were made from the March 12, 2016 Budget Workshop meeting.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. Dates to Remember

- a. May 9, 2016 – Curriculum Committee Meeting – Davies School – 5:15 p.m.
- b. May 9, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- c. May 11, 2016 – Facilities Committee Meeting – Board Office – 4:30 p.m.
- d. May 12, 2016 – Personnel Committee Meeting – Board Office – 4:30 p.m.
- e. May 23, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

### (B) Superintendent's/Principal's List for the 3<sup>rd</sup> Marking Period, as per attachment XI-B.

### (C) School Spring Concerts:

#### Shaner School

- May 4, 2016 – Team B – 10:00 a.m.
- May 5, 2016 – Team A – 10:00 a.m.
- May 6, 2016 – Team C – 10:00 a.m.

They will be held in the Shaner School Cafeteria.

#### Hess School:

- May 12, 2016 at 7:00 p.m. – Hess Spring Concert at Hess School Auditorium

#### Davies School:

- May 19, 2016 at 7:00 p.m. – Davies Spring Concert at Hess School Auditorium

### (D) Kindergarten Round-Up Registration:

- Day One: William Davies Middle School Auditorium  
May 11, 2016 – 3:00 p.m. to 7:00 p.m.

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- Days Two and Three: Joseph C. Shaner School  
Registration Office  
May 12, 2016 – 9:30 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m.  
May 13, 2016 – 9:30 a.m. to 12:00 noon and 1:00 p.m. to 3:00 p.m.

(E) 2016-2017 Budget Presentation

Given by: Mark A. Ritter  
Interim Business Administrator/Board Secretary

(F) PTA Fund Presentation:

Given by: April Persone  
PTA Representative

(G) District Website Presentation

Given by: Scott Scott, Technology Coordinator

H. Ed Camp Presentation

Given by: Stephen Santilli, Principal  
William Davies Middle School

## **XII. Committees and Recommendations**

### **FACILITIES COMMITTEE - Mr. Ciambrone**

Mr. Ciambrone reported on the new lockdown buttons which have been installed. Flashing lights have also been installed to let anyone entering the building know that the school is in lockdown.

### **CURRICULUM COMMITTEE – Mrs. Melton**

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

- 2016-2017  
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)

**FINANCE COMMITTEE – Mr. Haye**

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

1. To approve the following Resolution to Adopt the 2016-2017 District Budget: **2016-2017 District Budget**

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. 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. Kupp, to approve the following motions, as presented:

**Report of Receipts and Expenditures**

2. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of March, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2016, as per attachment Finance-2.

**Board Secretary's Report**

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

- |     |   |                                 |
|-----|---|---------------------------------|
| 4.  | Interest Income for the month of March 31, 2016, as per attachment Finance-4.   | <b>Interest Income</b>          |
| 5.  | Receipts for the month of March 31, 2016, as per attachment Finance-5.  | <b>Receipts</b>                 |
| 6.  | Refunds for the month of March 31, 2016, as per attachment Finance-6.   | <b>Refunds</b>                  |
| 7.  | Capital Reserve Interest for the month of March 31, 2016, as per attachment Finance-7.  | <b>Capital Reserve Interest</b> |
| 8.  | Rental Income for the month of March 31, 2016, as per attachment Finance-8.   | <b>Rental Income</b>            |
| 9.  | Miscellaneous Revenue for the month of March 31, 2016, as per attachment Finance-9.   | <b>Miscellaneous Revenue</b>    |
| 10. | The monthly Budget Summary Report for March, 2016, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-10. | <b>Budget Summary Report</b>    |

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

- |     |  |   |
|-----|--|---|
| 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. | <b>Superintendent's and Board Secretary's certification</b> |
|-----|--|---|

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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)

The following item has been presented as an informational item:

- Purchase Orders**            12. Purchase orders issued for services, supplies and equipment in the amount of 82,916.32, as per attachment Finance -12.

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

- Bills and Payroll**            13. To approve the following bills and payroll in the total amount of \$1,196,754.47, as per attachment Finance-13:

| <u>Fund</u> | <u>Title</u>        | <u>Amount</u> |
|-------------|---------------------|---------------|
| 10          | General Fund        | \$2,444.00    |
| 11          | Current Expense     | 945,778.28    |
| 20          | Special Revenue     | 54,805.08     |
| 50          | Cafeteria           | 166,344.28    |
| 50          | Kids' Corner        | 22,555.63     |
| 50          | Community Education | 4,827.20      |

- 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.

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. Kupp, to approve the following motion, as presented:

- Hamilton Township PTA**            15. To accept Hamilton Township PTA funds as follows, as per attachment Finance-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)



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**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:

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 approve a fieldwork placement for Claudine Padayhag, a Stockton University student in an Advanced Masters Social Work Program for the 2016-2017 school year. Ann Bucknam will be the cooperating teacher. **Fieldwork placement**
4. To approve an extension to a fieldwork placement for Samantha Elwell, a Stockton University student until the end of the school year. Samantha is doing her fieldwork at the Hess School with Melissa Olkowski. **Fieldwork placement**
5. To approve Stephanie Silver, a Rowan University Student to compete a Counseling Internship at the Davies School for the 2016-2017 school year, as per attachment Personnel-5. Wendy McKensie will be Ms. Silver's Mentor. **Counseling Internship**

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. Buchanan, to approve the following motion, as presented:

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- Retirement of Donna Mackleer** 6. To accept a retirement notice from Donna Mackleer, Hess School teacher effective June 30, 2016, as per attachment Personnel-6.

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:

- Maternity Leave for Laura Hackney** 7. To approve a revised Maternity Leave of Absence for Laura Hackney, Hess School Guidance Counselor. Mrs. Hackney is requesting to use sick time from April 19, 2016 to the end of the school year and NJ Family Leave from September 1, 2016 through October 28, 2016 with a return to work date of October 31, 2016, as per attachment Personnel-7.

Mrs. Hackney's Maternity Leave of Absence was originally approve on March 14, 2016.

- Summer Music Director** 8. To approve Jacqueline Burke as a Summer Music Director at the rate of \$30.00/hour.

- Mentor for Ian Brown** 9. To approve Jennifer Laning, Davies School teacher as a Mentor for Ian Brown for the 2015-2016 school year.

- Physical Therapist** 10. To approve Vanessa DeCesari as a full-time, 10 month, district Physical Therapist for the 2016-2017 school year, M.A. +30, Step 9, with a total annual salary of \$57,522.00, as per attachment Personnel-10.

Ms. DeCesari is a replacement for Virginia Fisher who is retiring.

Salary subject to change at the conclusion of the 2016-2017 HTEA negotiations.

11. To approve an extension to a fieldwork placement for Oliana Collado, a Stockton University student until the end of the school year. Oliana is doing her fieldwork at the Hess School with Anne Nelson. **Fieldwork placement**
  
12. To approve a revised Maternity Leave of Absence for Jessica Newkirk, Shaner School teacher. Mrs. Newkirk is requesting to use sick time from September 1, 2016 through November 23, 2016, a Federal Family Medical Leave of Absence from November 28, 2016 through January 5, 2017, New Jersey Family Leave from January 6, 2017 through April 3, 2017 and a Child Rearing Leave from April 4, 2017 to the end of the school year, as per attachment Personnel-12.  
**Maternity Leave for Jessica Newkirk**  
  
Mrs. Newkirk's leave of absence was previously approved on April 11, 2016.
  
13. To approve a Medical Leave of Absence for Nancy Arsenault, Davies School teacher. Mrs. Arsenault is using her accumulated sick and personal time from April 4, 2016 through April 28, 2016 a Federal Family Medical Leave from April 29, 2016 through May 20, 2016 with a return to work date of May 23, 2016, as per attachment Personnel-13. **Medical Leave of Absence for Nancy Arsenault**
  
14. To approve an intermittent Family Medical Leave of Absence for Karen Witherspoon starting May 1, 2016, as per attachment Personnel-14. **Family Medical Leave for Karen Witherspoon**

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. Hassa, to approve the following motion, as presented:

- Frank Vogel,  
Superintendent**      15.    To approve Frank Vogel as the district Superintendent for the period July 1, 2016 through June 30, 2021, with a starting salary of \$148,000.00, as per attachment Personnel-15.

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)

Mr. Aiken read a statement introducing Mr. Vogel as the new Superintendent for the district.

Mr. Vogel then spoke and thanked the Board. He also stated to the public that he is anxious for the opportunity to begin working in the district.

**POLICY COMMITTEE – Mrs. Buchanan**

None

**TRANSPORTATION COMMITTEE – Mr. Higbee**

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

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Kupp asked if the Board could again begin action on the Duberson School. She feels the Board needs to again discuss the building with the historical society.

Mr. Ritter also gave a brief update on the Mizpah School. This will be discussed further at the next Facilities Committee meeting.

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Janet Yunghans, Hess School Librarian read a statement regarding how staff cuts would affect the Hess Library program.

Jeff Gildiner, HTEA President welcomed Mr. Vogel as the new Superintendent of the Hamilton Township School District.

Mr. Santilli wanted to thank the PTA for the funds they donated this evening, as well as all of their hard work and support throughout the year. He also wanted to note the Spread the Love Foundation event which will be held on April 27 at the Davies School.

Mr. Santilli welcomed Mr. Vogel as the new Superintendent. He also thanked Dr. Banks and Mr. Ritter for the work they have done in the District during their time here.

**ADJOURNMENT**

Motion by Mrs. Melton , seconded by Mrs. Kupp to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 8:32 p.m.

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Mark A. Ritter,  
Interim Business Administrator