

**Hamilton Township Public Schools  
Mays Landing, New Jersey**

**Agenda for Work Session  
September 16, 2014**

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

**I. Call to Order – Daniel M. Smith, Board Secretary Page**

**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 video-taped.**

**IV. Roll Call**

**V. Approval of Minutes**

**Action**

**1. Motion to approve the Regular session minutes of the meeting of August 5, 2014.**

**Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_**

**VI. Correspondence**

**VII. Receive comments from the public on tonight's agenda in accordance with the Board's policy on participation at Board meeting.**

**VIII. Board Member Comments**

**IX. Superintendent/Staff Reports**

FYI

**A. Information Items**

**1. Dates to Remember**

- **September 16, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.**
- **September 30, 2014 – Transportation Committee Meeting – Board Office – 4:15 p.m.**
- **October 2, 2014 – Finance Committee Meeting – Board Office – 4:00 p.m.**
- **October 7, 2014 – Board of Education Meeting – Davies School - 7:00 p.m.**
- **October 16, 2014 – Board Self Evaluation Meeting - Davies School 6:00 p.m.**
- **October 21, 2014 – Board of Education Meeting – Davies School – 7:00 p.m.**

FYI

**B. Harassment, Intimidation and Bullying Incident Log (attachment IX-B)**

**8**

FYI

**C. The Week of October 6-10, 2014 is designated as the “Week of Respect”**

FYI

**D. Registration/Transfer Statistics for the Month of August, 2014 (attachment IX-D)**

**9**

FYI

**E. Back to School Nights:**

- **Davies School – September 17, 2014, Grade 6**
- **Davies School – September 18, 2014, Grades 7-8**
- **Hess School – September 22, 2014, House A and Gold House (Pre-K)**
- **Hess School – September 23, 2014 – Houses B and C**

**X. Committees and Recommendations**

**A. Facilities Committee - Mr. Sacchinelli**

**B. Curriculum Committee - Mrs. Melton**

**Action** 1. **Motion to approve compensation for Jeff Wellington for preparation time necessary to properly prepare for Non-Crisis Intervention Training scheduled to be provided to selected staff members during the month of October 2014. Compensation is for 9 hours (instruction was for 18 hours) at the hourly rate of \$26.00 as provided for in the 2012-2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through Local Funds.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action** 2. **Motion to approve the Hamilton Township School District's Gifted Education Program Curriculum.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action** 3. **Motion to approve the Hamilton Township School District's Financial Literacy Curriculum.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

**Action** 4. **Motion to approve to compensate Ericka Pitman for Curriculum work completed during the summer of 2014, at the hourly rate of \$39.00 (not to exceed 2 hours). This rate is the identified rate for Curriculum Development in the 2012 - 2015 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association This is funded through Local funds.**

**Note this: Ericka replaced Sallie Callahan, Shaner School ITI Coach who resigned after all staff participating in summer curricular work were BOE approved.**

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

**C. Finance Committee - Mrs. Capone**

**Action** 1. **Motion to approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2014. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2014.**  
Motion\_\_\_\_\_Second\_\_\_\_\_Vote\_\_\_\_\_

Action

2. Motion to approve the Board Secretary's Report for the period ending July 31, 2014. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 31, 2014, 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.
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

3. Motion to approve 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.
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

4. Motion to approve the bills and payroll in the total amount of \$1,755,032.84:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$787.00
10	General Fund/Payroll	71,656.24
11	Current Expense	1,009,083.50
11	Current Expense/Payroll	490,911.73
20	Special Revenue	46,990.27
20	Special Revenue/Payroll	2,803.21
50	Cafeteria	11,486.12
50	Kid's Corner	5,861.22
50	Community Education	16,012.40
50	Camp Blue Star	49,954.90

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Action

5. Motion to approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2014-2015 school year (*revised* attachment - Finance-5).
- Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

10

- Action                    6. Motion to approve a Tuition Contract with YALE School East for one student effective July 7, 2014 at a cost of \$272.69 per diem, for 212 days including extended school year, for a total cost of \$57,264.90.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    7. Motion to approve an Agreement between the Hamilton Township Board of Education Schools and Bayada Nurses, Inc. for one (1) student for the period September 2, 2014 through June 30, 2015.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    8. Motion to approve an Agreement between Hamilton Township Board of Education and Gloucester County Special Services School District for two (2) students for extended school year for the period of July 7, 2014 through August 7, 2014 at a cost of \$195.00/per diem per student for 20 days and \$159.00/per diem per student for 20 days for one-on-one aides for each student.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    9. Motion to approve Atlantic County Special Services School District 2014 Extended School Year Program Agreement.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    10. Motion to approve a Tuition Contract with Vineland Board of Education for one student for the period July 7, 2014 to August 1, 2014 Extended School Year for a total amount of \$6,376.71.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    11. Motion to approve Resolution #84 to Authorize a Disclosure Audit.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_
- Action                    12. Motion to approve Change Order #1 to the contract with Levy Construction Company in the deduct amount of (\$12,000.00) for a change in the material to manufacture the window sills. This will reduce the total contact from \$667,800.00 to \$655,800.00.  
Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**D. Personnel/Negotiations Committee – Mr. Aiken**  
All personnel actions are being taken by the recommendation of the Superintendent.

- |               |   |           |
|---------------|---|-----------|
| <b>Action</b> | <b>1. Motion to approve homebound instruction for the 2014-2015 school year (attachment Personnel-1).<br/>Motion_____Second_____Vote_____</b>   | <b>11</b> |
| <b>Action</b> | <b>2. Motion to remove the following individuals from the District Substitute list:</b><br><br><ul style="list-style-type: none"><li>• Mary Somers</li><li>• Beverly Groeber</li></ul> <b>Motion_____Second_____Vote_____</b>   |           |
| <b>Action</b> | <b>3. Motion to approve District Substitutes for the 2014-2015 school year (attachment Personnel-3).<br/>Motion_____Second_____Vote_____</b>  | <b>15</b> |
| <b>Action</b> | <b>4. Motion to approve a return to work date of October 6, 2014 for Elen Manalang, Personnel Director who has been on a NJ Family Leave of Absence (attachment Personnel-4).<br/>Motion_____Second_____Vote_____</b>   | <b>16</b> |
| <b>Action</b> | <b>5. Motion to approve a maternity leave of absence for Jessica Newkirk, Shaner School teacher. Mrs. Newkirk is requesting to use her accumulated sick time from November 10, 2014 through January 5, 2015 and NJ Family Leave from January 6, 2015 through April 7, 2015, with a return to work date of April 8, 2015 (attachment Personnel-5).<br/>Motion_____Second_____Vote_____</b>                         | <b>17</b> |
| <b>Action</b> | <b>6. Motion to approve a maternity leave of absence for Ashley Galbiati, Shaner School Occupational Therapist. Mrs. Galbiati is requesting to use her accumulated sick time from November 17, 2014 through January 5, 2015 and New Jersey Family Leave from January 6, 2015 through April 7, 2015, with a return to work date of April 8, 2015 (attachment Personnel-6).<br/>Motion_____Second_____Vote_____</b> | <b>18</b> |

**E. Policy Committee - Mrs. Buchanan**

**F. Transportation Committee - Mr. Ciambrone**

**Action**

**1. Motion to approve club/activity trips for the 2014-2015 school year.**

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

**XI. Resolutions**

**XII. Solicitor's Report**

**XIII. Unfinished Business**

**FYI**

**A. Discussion of paperless Agendas**

**B. Discussion of Agenda e-mail list**

**XIV. New Business (consideration of additional items that may be properly presented to the Board of Education at this time)**

**XV. Receive comments from the public in accordance with the Board's policy on participation at Board meeting**

**XVI. 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:**

- Contract Negotiations – H.T.E.A.**
- Contract Negotiations – H.T.S.C.D.A.**

**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 \_\_\_\_\_ minutes.**

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

**XVI. Adjournment**

IX-D

To: Dr. Michelle M. Cappelluti

Re: Registration/Address Change/Transfer Statistics

2013 – 2014

	Registrations	Address Changes	Transfers
September	78	25	61
October	39	24	26
November	40	14	16
December	19	16	14
January	39	17	21
February	25	18	23
March	38	22	10
April	24	21	22
May	23	25	13
June	146	12	16
(143-Pre Reg Spring Round Up, 2-Transfer In, 1-OOD)			
July	83		37
Aug	166	17	52

Registration/Transportation

cc: D. Smith      D. Cartwright  
T. Vogt      C. LoPresto

9



# TRAVEL APPROVAL FORM

September 16, 2014

Finance-5

<u>STAFF/BOARD MEMBER</u>	<u>TITLE</u>	<u>NAME OF SEMINAR/WORKSHOP</u>	<u>LOCATION OF TRAVEL</u>	<u>DATE(S) OF TRAVEL</u>	<u>REGISTRATION COST</u>	<u>ESTIMATED OTHER COSTS</u>
Laubert, Gay	Teacher	NJ Science Teacher Convention	Princeton, NJ	10/14-10/15/2014	285.00	200.00
Lautato, Jacqueline	Teacher	Annual Autism New Jersey Conference	Atlantic City, NJ	10/23-10/24/2014	500.00	50.00
Lopresto, Christine	Vice Principal	How to Investigate HIB Claims	Monroe Twp, NJ	8/27/2014	150.00	15.00
Porreca, Cheryl	Accounting Supervisor	NJASBO - Trends In Negotiations and Legal Update	Mt. Laurel, NJ	10/14/2014	0.00	40.00 (A)
Porreca, Cheryl	Accounting Supervisor	NJASBO - Changes In Education Grants Mgmt	Mt. Laurel, NJ	11/20/2014	0.00	40.00 (A)
Porreca, Cheryl	Accounting Supervisor	NJASBO - DCRP and NJ Pension Update	Mt. Laurel, NJ	9/23/2014	0.00	40.00 (A)
Wroniuk, Stephanie	Vice Principal	2014 FEA Fall Conference	Long Branch, NJ	10/16-10/17/2014	240.00	360.00
<b>Added:</b>						
Bucknam, Ann	Social Worker	Ethical Issues In Crisis Response	Bridgeton, NJ	9/26/2014	0.00	0.00
Wellington, Jeff	School Psychologist	Ethical Issues In Crisis Response	Bridgeton, NJ	9/26/2014	0.00	0.00
Wellington, Jeff	School Psychologist	Key Concepts In Psychological First Aid	Bridgeton, NJ	10/3/2014	0.00	0.00
Wetzel, Ellen	Social Worker	Ethical Issues In Crisis Response	Bridgeton, NJ	9/26/2014	0.00	0.00

NOTE: Estimated other costs include reimbursable expenses, ie. mileage, parking, tolls, lodging and meals. All reimbursements will be issued according to current contract, policy, and/or state regulations.

(A) Registration costs are included in district wide subscription plan of \$250.

HAMILTON TOWNSHIP SCHOOL DISTRICT  
 2014-2015 School Year  
 BOARD APPROVED SUBSTITUTES  
 September 16, 2014

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Certification</u>	<u>Interview</u>
Bolf	Danielle	sub/teacher	\$90/day	elem	yes
Burznski	Teri	sub/teacher	\$90/day	elem, swd	yes
Harlan	kayla	sub/teacher	\$90/day	Pre-3, SWD	yes
Hess	Cynthia	sub/food service	\$10/hr	n/a	yes
Marano	Michelle	sub/teacher	\$90/day	teacher of music	yes
Mark	Steve	sub/teacher	\$80/day	sub cert	yes
Pearson	Dashane	sub/para/sec/teacher	\$67.50/\$80/day	sub cert	yes
Torres-Holl	Jennifer	sub/teacher	\$90/day	elem	yes
Townsend	Brooke	sub/teacher	\$90/day	elem	yes
Venturi	Kelle	sub/teacher	\$90/day	elem	yes