

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON NOVEMBER 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 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 (arrived at 6:57 p.m.), Mr. James Higbee, Mrs. Barbara Kupp, Mr. Kim Melton, and Mr. Eric Aiken. **Roll Call**

Absent: None

Also present were: Mr. Frank Vogel, School Superintendent
Mrs. Anne-Marie Fala, School Business Administrator
Mr. Eric Goldstein, Solicitor

EXECUTIVE SESSION

Motion by Mr. Aiken, 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:

- Negotiations
- HIB

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 60 minutes.

Voice Vote: All in favor: (8-0-0)

Mays Landing, NJ
November 14, 2016

The Board entered into Executive session at 6:00 p.m.

Mr. Ciambone and Mr. Higbee left the meeting at 6:19 p.m. during negotiations.

Mr. Ciambone, Mr. Higbee, and Mr. Haye joined the meeting at 6:57 p.m. after negotiations.

The Board resumed the Regular meeting at 7:08 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 video-tape this meeting.

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. Buchanan, to approve the minutes of the regular session minutes of the meeting of October 24, 2016, as per attachment Minutes-1.

Voice Vote: Eight in favor. Abstained: Mr. Higbee

CORRESPONDENCE

Mr. Aiken read a thank you note from the Lady Dragon Field Hockey Team for the support of the school district.

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Ms. Erickson attended the Mental Health Workshop recently and felt that it was a great program. She feels it will benefit the teachers of the district, as well as members of the community. It was a very interactive and informative session. She also mentioned the SAMI Symposium which will be held at Absegami on Thursday, November 17.

Mrs. Hassa recognized the hard work done by the PTA to organize the first Trunk or Treat event for Halloween. She thanked the entire community and all of the organizations who supported this event.

Mrs. Hassa noted that American Education Week will begin on November 14. There will be numerous events during the week. She noted the hard work done by Mrs. Bucknam in organizing the Resource Fair to be held on November 26. Mrs. Hassa also stated that she attended the NJSBA Workshop in Atlantic City and felt this was very informative.

Mr. Aiken invited the Board to attend the Atlantic County Meet Up on December 6 at Atlantic City Country Club. He also asked if anyone is interested in attending the ACCASBO State of the JIF Dinner on November 30, they should contact the Board office to RSVP.

Mr. Aiken congratulated Greg Ciambone and Kim Melton on their reelection to the School Board.

SUPERINTENDENT/STAFF REPORTS

Mr. Vogel talked about Coffee with Administrators. He said that there have been some great ideas during these sessions. It is an opportunity for the staff to express concerns they might have.

Mr. Vogel also noted the Mental Health First Aid Class being given to the staff and students of William Davies on December 11. The staff will be working with the Spread the Love Foundation.

Mr. Vogel also noted the dates for Strategic Planning and welcomed everyone to attend to share their thoughts about the district.

(A) Information Items

1. Dates to Remember
 - a. November 24-25, 2016 – Thanksgiving – Schools Closed
 - b. November 28, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
 - c. December 12, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
 - d. December 23, 2016 – January 2, 2017 – Winter Break – Schools Closed

Mays Landing, NJ
November 14, 2016

- (B) Registration/Transfer Statistics for the Month of October, 2016, as per attachment XI-B.
- (C) Enrollment for the month of October, 2016, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.
- (E) Discipline Reports for the month of October, 2016, as per attachment XI-E.
- (F) Holiday Concerts:
 - Davies School – December 7, 2016 – 7:00 p.m. – Hess School Auditorium
 - Hess School – December 8, 2016 – 7:00 p.m. – Hess School Auditorium
- (G) Other
 - Hamilton Township School District Resource Fair, as per attachment XI-G.

XII. Committees and Recommendations

FACILITIES COMMITTEE - Mr. Ciambrone

None

CURRICULUM COMMITTEE – Mrs. Melton

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

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| Extra-curricular activities | 1. | To approve local and grant funded extra-curricular activities and staff stipends for the 2016-2017 school year, as per attachment Curriculum-1. |
| Special Education Programs | 2. | To approve an application to the County Office to request the following changes to Special Education Programs for the 2016-2017 school year as follows, as per attachment Curriculum-2: <ul style="list-style-type: none">• Establish – Multiple Disabilities• Eliminate – Autism |

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

1. To approve budget transfers in the amount of \$52,500.00, as per attachment Finance-1. **Budget transfers**

2. 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. Ciambone, 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 information item:

3. Purchase orders issued for services, supplies and equipment in the amount of \$930,041.00, as per attachment Finance-3. **Purchase orders**

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

4. To approve the following bills and payroll in the total amount of \$3,194,095.11, as per attachment Finance-4: **Bills and payroll**

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$872.00
10	General Fund/Payroll	205,350.62
11	Current Expense	749,948.78
11	Current Expense/Payroll	2,119,560.60
20	Special Revenue	31,500.80
20	Special Revenue/Payroll	86,862.31

- Seminars,**
5. To approve staff attendance at seminars,

**workshops and
conferences**

workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance-5.

**Itinerant/Shared
Services
Agreement**

6. To approve an Itinerant/Shared Services Agreement between the Hamilton Township Board of Education and the Atlantic County Special Services School District (ACSSSD) for the 2016-2017 school year, as per attachment Finance-6.

**Qualified
Purchasing
Agent**

7. To appoint Anne-Marie Fala as the Hamilton Township School District's Qualified Purchasing Agent pursuant to N.J.A.C., 5:34-51 and Mrs. Fala shall be considered a qualified purchasing agent pursuant to N.J.S.A. 40A:11-9.b to exercise the supplemental authority as set forth in N.J.S.A. 40A:11-3 and 40A:11-4.3 or N.J.S.A. 18A:18A-3 and 18A:18A-4.3 upon meeting the criteria relevant to the individual as set forth in N.J.S.A. 40A:11-9.

**Tuition
contract
between
HTBOE and
Buena
Regional BOE**

8. 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 2016-2017 school year at a total cost of \$71.53/per diem for 89 days, for a total cost of \$6,366.17.

**Tuition
Contract
between
HTBOE and
GCSSSD**

9. To approve a Tuition Contract between the Hamilton Township Board of Education (sending district) and the Gloucester County Special Services Board of Education (receiving district), for one student, for the period September 8, 2016 through June 30, 2017, at a rate of \$256.00 per diem for 180 days, for a total amount of \$46,080.00.

Roll Call Vote: Eight in favor #4: Mrs. Buchanan, Mr. Ciambone, Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Hassa. (8-0-1)

All in favor #5 through #9: Mrs. Buchanan, Mr.

Mays Landing, NJ
November 14, 2016

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

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| 10. | To approve a Contract between the Hamilton Township Board of Education (sending district) and the Gloucester County Special Services Board of Education (receiving district) for a one-on-one aide for one student beginning September 8, 2016 for 180 days, at a rate of \$204.00 per diem, for a total amount of \$36,720.00. | Contract
between
HTBOE and
GCSSSD |
| 11. | To approve a one-on-one Aide Agreement between the Hamilton Township Board of Education (sending district) and the Cape May County Special Services School District (receiving district), for a full-time personal aide for one student, for the period July 1, 2016 through June 30, 2017 for a total of \$18,500.00. | One-on-One
Aide
Agreement |
| 12. | To approve a Tuition Contract between the Hamilton Township Board of Education (sending district) and the Cape May County Special Services School District Board of Education (receiving district) for one (1) student for the 2016-2017 school year at a total cost of \$37,950.00, plus an additional \$11,000.00 non-resident fee. | Tuition
Contract
between
HTBOE and
CMCSSSD |

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** 1. To approve district substitutes for the

- substitutes** 2016-2017 school year, as per attachment Personnel-1.
- Homebound instruction** 2. To approve homebound instruction for the 2016-2017 school year, as per attachment Personnel-2.
- Field placement for Stockton student** 3. To approve a field placement for a Stockton student to complete a clinical externship practicum in speech for the period January 17, 2017 through April 28, 2017 on a part-time basis, as per attachment Personnel-3.
- Resignation from Alison Williams** 4. To accept a resignation notice from Alison Williams, Hess School Paraprofessional effective October 26, 2016 with her last day of employment to be November 25, 2016, as per attachment Personnel-4.
- Maternity Leave of Absence** 5. To approve a maternity leave of absence for Kelly King, Hess School teacher. Mrs. King is requesting to use sick time from January 17, 2017 through January 30, 2017, a Federal Family Medical Leave of Absence from January 31, 2017 through March 23, 2017, and a NJ Family Leave of Absence from March 24, 2017 through May 5, 2017, with a return to work date of May 8, 2017, as per attachment Personnel-5.
- Resignation from Brian Hackney** 6. To accept a resignation notice from Brian Hackney, Hess School teacher effective October 20, 2016 with his last day of employment to be December 22, 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 motion, as

presented:

7. To approve Terence Somerville as a full-time, 12 month, Davies School Vice Principal for the period January 17, 2017 through June 30, 2017, Administrator Guide B, Step 1, with a total annual salary of \$83,500.00, pro-rated, as per attachment Personnel-7. **Davies School Vice Principal**

Mr. Somerville is a replacement for Kevin Morrison.

Salary subject to change at the completion of the H.T.A.A. contract negotiations.

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

8. To approve Robin Ripa as a full-time, temporary Administrative Secretary for the period November 16, 2016 through June 30, 2017, Admin. Secretary Guide, Step 1, with a total annual salary of \$29,941.00, pro-rated, as per attachment Personnel-8. **Robin Ripa, Administrative Secretary**

Ms. Ripa is a replacement for Kristina Morey who will be on a maternity leave of absence.

Salary subject to change at the completion of the H.T.E.A. negotiations.

9. To approve Robin Ripa as a full-time, temporary Administrative Secretary for the period July 1, 2017 through August 31, 2017, Admin. Secretary Guide, Step 1, with a total annual salary of \$29,941.00, **Robin Ripa, Administrative Secretary**

pro-rated.

Ms. Ripa is a replacement for Kristina Morey who will be on a maternity leave of absence.

Salary subject to change at the completion of the H.T.E.A. negotiations.

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| Position Control #24.01.01-BDI | 10. | To approve Position Control #24.01.01-BDI, part-time Paraprofessional position which will transfer to Hess. |
| Hess School Paraprofessional | 11. | <p>To approve Lashel Blunt as a part-time, 10 month, 29 hours/week, Hess School Paraprofessional for the period November 16, 2016 through June 30, 2017, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, pro-rated, as per attachment Personnel-11.</p> <p>Ms. Blunt is a replacement for Jaclyn Smit.</p> <p>Salary subject to change at the completion of the H.T.E.A. negotiations.</p> |
| Kid's Corner | 12. | <p>To approve the following Kid's Corner staff for the 2016-2017 school year at the rate of \$11.00/hour:</p> <ul style="list-style-type: none">• Lisa Leary• Gina DeBerardinis |
| Hess School Psychologist | 13. | <p>To approve Brynn Sissman as a full-time, 10 month Hess School Psychologist for the period November 16, 2016 through June 30, 2017, MA+30, Step 5, with a total annual salary of \$56,439.00, pro-rated, as per attachment Personnel-13.</p> <p>Salary subject to change at the completion of the H.T.E.A. negotiations.</p> |

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| 14. | To approve an unpaid leave of absence for Eileen O'Sullivan, Hess School Paraprofessional for the period November 26, 2016 through December 3, 2016, as per attachment Personnel-14. | Unpaid Leave of Absence for Eileen O'Sullivan |
| 15. | To approve an unpaid leave of absence for Wendi Annitti, Shaner School Paraprofessional on October 26, 2016, as per attachment Personnel-15. | Unpaid Leave of Absence for Wendi Annitti |

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:

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| 16. | To accept a resignation notice from Michele Sutley, Davies School teacher effective October 24, 2016 with her last day of employment to be December 22, 2016, as per attachment Personnel 16. | Resignation from Michele Sutley |
| 17. | To approve a Long Term Substitute Rate in the amount of \$150.00/day. | Long Term Substitute Rate |
| 18. | To approve an unpaid leave of absence for Lynn Sooy, Shaner School teacher for the period April 19, 2017 through April 25, 2017. | Unpaid Leave of Absence for Lynn Sooy |
| 19. | To approve the start date of October 31, 2016 for Kaylie Savannah, Shaner School Paraprofessional. Miss Savannah was approved on October 11, 2016. | Shaner School Paraprofessional |
| 20. | To approve Nissi Peram as a part-time, 10 month, 29 hours/week, Hess School Paraprofessional for the period November 16, 2016 through June 30, 2016, Paraprofessional Guide, Step 1, with a total annual salary of \$15,979.00, as per attachment Personnel-20. | Hess School Paraprofessional |

Ms. Peram is a replacement for Alison Williams.

Salary subject to change at the completion of the H.T.E.A. contract negotiations.

Roll Call Vote: All in favor #16, #18, #19 and #20: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (9-0-0)

Eight in favor #17: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mrs. Melton. Abstained: Mr. Aiken. (8-0-1)

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

None

NEW BUSINESS

Mr. Aiken noted that he would like to discuss changes to the Committee

Mays Landing, NJ
November 14, 2016

structure for the new year. He would also like to discuss the possibility of holding one Board meeting per month.

Mr. Vogel commented on the three committee structure which can be discussed for the new year.

PUBLIC COMMENTS

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:35 p.m.

Anne-Marie Fala
Business Administrator/Board Secretary