

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON FEBRUARY 27, 2017**

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 5:00 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. Nanci Barr, Ms. Margaret Erickson, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived at 5:10 p.m.), Mrs. Barbara Kupp, Mrs. Kim Melton, and Mr. Eric Aiken.

**Roll  
Call**

Absent: Mr. Greg Ciabrone

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

**EXECUTIVE SESSION**

Motion by Mr. Aiken, seconded by Ms. Erickson, 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:

- Discipline Hearings (5:15 p.m. and 5:45 p.m.)
- Residency Hearing – 6:15 p.m.
- HIB – 6:35 p.m.

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)

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The Board entered into Executive session at 5:00 p.m.

Mr. Goldstein exited the meeting before the beginning of the regular session.

The Board resumed the Regular meeting at 7:20 p.m.

Eric 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. Kupp, to approve the executive session minutes of the meeting of November 14, 2016, as per attachment Minutes-1;

Roll Call Vote: All in favor: Eight in favor: Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Barr (7-0-1)

Motion by Mr. Aiken, seconded by Mr. Higbee, to approve the regular and executive session minutes of the meeting of January 23, 2017, as per attachment Minutes-2.

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

Motion by Mr. Aiken, seconded by Mr. Higbee, to approve the regular session minutes of the Special meeting of February 6, 2017, as per attachment Minutes-3.

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

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mrs. Kupp congratulated Dominic Carpani for the program he put together for the closing of the Duberson School. She also noted the skating party recently held for the Ed Foundation, as well as Books in Your Backyard which featured former Miss America, Suzette Charles. She thanked everyone who participated in each of these events.

Mrs. Kupp mentioned the musical held this past weekend at Oakcrest High School in which many former students of the district took part in.

Ms. Erickson congratulated all of the students who have accomplished making the Principal's List and the Superintendent's List for the last marking period.

Mrs. Hassa also noted what a wonderful job Mr. Carpani did in organizing the closing of the Duberson School. She also thanked all of the staff and community members who participated in the second Strategic Planning session.

Mr. Aiken noted that the boys basketball team has won the division title this year. He thanked the staff and all those who participated in the Dodgeball Tournament in February.

He also talked briefly on the formation of the new committee system. Mr. Vogel also commented on the changes being made in the committee meetings. They noted that there are still some things that need to be worked out, but al-in-all, it should provide more information to each Board member before the Board meeting.

Mrs. Hassa gave a shout out to Mr. Aiken for attending all of these committee meetings as the Board President. She noted what a tremendous amount of time it took out of his schedule to attend.

Mr. Aiken complimented Mr. Vogel and the staff in handling important issues which have occurred during the past month in the district. He noted that the communication from staff to parents has increased and he appreciates that.

Mr. Vogel encouraged all to attend the HIB Workshop which will be held at the

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Hess School on March 2. This workshop will be very informative to both staff and parents.

Mr. Vogel also invited everyone to attend the third Strategic Planning Meeting on March 14 at 6:00 p.m. at the Davies School.

### **SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
  - 1. Dates to Remember
    - a. March 2, 2017 – HIB Workshop at Hess School
    - b. March 13, 2017 – Rick McAvaddy Blood Drive, Shaner School – 3:30 to 8:30 p.m.
    - c. March 14, 2017 – Strategic Planning – 6:00 p.m. - Davies School Cafeteria
    - b. March 20, 2017 – Board of Education Meeting – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
    - c. March 23, 2017 Negotiations – 4:30 p.m.
    - d. April 13-18, 2017 – Schools Closed – Spring Break
    - e. April 24, 2017 – Board of Education Meeting and Public Hearing on the Budget – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- (B) Registration/Transfer Statistics for the Month of January, 2017, as per attachment XI-B.
- (C) Enrollment for the month of January, 2017, as per attachment XI-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.
- (E) Student Discipline Reports for the month of January, 2017, as per attachment XI-E.
- (F) Superintendent's/Principal's List for the 2<sup>nd</sup> Marking Period, as per attachment XI-F.
- (G) Grant Awards to Schools from PTA Fundraising:  
Given by: April Perone, PTA Chairperson

### **COMMITTEES AND RECOMMENDATIONS**

- A. Instruction Committee (Curriculum and Policy):  
Chairperson: Mrs. Melton

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

- 1. To approve grant funded extra-curricular

activities stipends for the 2016-2017 school year, as per attachment Instruction-1.

2. To approve Policy and Regulation #1510 – Americans with Disabilities Act on first reading, as per attachment Instruction-2.
3. To approve Policy and Regulation #2418 – Section 504 of the Rehabilitation Act of 1973-Students on first reading attachment Instruction-3.
4. To approve Policy and Regulation #5116 – Education of Homeless Children on first reading, as per attachment Instruction-4.
5. To approve Policy #5330.04 – Administering an Opioid Antidote on first reading, as per attachment Instruction-5.
6. To approve Policy and Regulation #8330 – Student Records on first reading, as per attachment Instruction-6.
7. To approve Policy and Regulation #2460 Special Education on first reading, as per attachment Instruction-7.
8. To approve Regulation #2460.1 – Special Education – Location, Identification, and Referral on first reading, as per attachment Instruction-8.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

9. To approve Regulation #2460.8 – Special Education – Free and Appropriate Public Education on first reading, as per attachment Instruction-9.

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10. To approve Regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Preschool Programs on first reading, as per attachment Instruction-10.
11. To approve Regulation #2460.15 – Special Education – In-Service Training needs for Professional and Paraprofessional Staff on first reading, as per attachment Instruction-11.
12. To approve Regulation #2467 – Surrogate Parents and Foster Parents on first reading, as per attachment Instruction-12.
13. To approve the submission of a Child Assault Prevention (CAP) Bullying Prevention Grant for the 2017-2018 school year for the William Davies Middle School Grades 7 & 8, as per attachment Instruction-13.

All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**FINANCE COMMITTEE - Chairperson: Mr. Haye**

Motion by Mr. Haye, seconded by Mrs. Kupp, 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 January, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January, 2017, as per attachment Finance-1.
2. Board Secretary's Report for the period ending January 31, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of January 31, 2017, 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.

All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following items have been presented as informational items:

3. Interest Income for the month of January, 2017, as per attachment Finance-3.
4. Receipts for the months of January, 2017, as per attachment Finance-4.
5. Refunds for the month of January, 2017, as per attachment Finance-5.
6. Capital Reserve Interest for the months of January, 2017, as per attachment Finance-6.
7. Rental Income for the month of January, 2017, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of January, 2017, as per attachment Finance-8.
9. The monthly Budget Summary Reports for January, 2017, have 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 in the amount of \$360,103.70, as per attachment Finance-10.
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.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

The following item has been presented as an informational item:

12. Purchase orders issued for services, supplies and equipment in the amount of \$945,846.56, as per attachment Finance-12.

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

13. To approve the following bills and payroll in the total amount of \$4,539,958.00, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$22,510.00
10	General Fund/Payroll	200,636.52
11	Current Expense	1,367,890.48
11	Current Expense/Payroll	2,224,808.95
12	Capital Outlay	53,981.00
20	Special Revenue	130,015.01
20	Special Revenue/Payroll	88,877.88
40	Debt Service	341,461.25
50	Cafeteria	79,222.70
50	Kids' Corner	18,819.36
50	Community Education	7,289.48
50	Camp Blue Star	4,445.37

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2016-2017 school year, as per attachment Finance -14.



15. To approve a tuition contract between the Hamilton Township Board of Education (sending District) and Cape May County Special Services Board of Education (receiving District) for one (1) student for the 2016-2017 extended school year at a total cost of \$2,550.00, plus an additional \$1,850.00 for a one-on-one Aide.
16. To approve a tuition contract between the Long Branch Board of Education (sending District) and the Hamilton Township Board of Education (receiving District) for one multiply disabled homeless student for the 2016-2017 school year for the period January 4, 2017 through June 30, 2017, for a total cost of \$17,022.51, pro-rated.
17. To approve a Professional Services Agreement, AIA Document G802-2007 with Fraytak Veisz Hopkins Duthie, P.C. for Pre-Referendum Professional Services for District Wide Capital Projects at the Hess Educational Complex, William Davies Middle School and the Joseph C. Shaner Elementary School, Project FVHD #4937 in the amount of \$14,750.00, as per attachment Finance-17.
18. To approve an interlocal shared services Agreement between the Hamilton Township School district and the Township of Hamilton for the period March 1, 2017 through February 28, 2018 to provide bulk road salt purchase, storage of salt and loading of the product, as per attachment Finance-18.
19. To approve Resolution #109 authorizing McManimon, Scotland and Baumann, L.L.C. to provide certain legal services to the district, as per attachment Finance-19.

The Firm of McManimon, Scotland & Baumann, L.L.C. were previously appointed as Bond Counsel at the district's Re-organization Meeting on May 9, 2017.

20. To approve the application to apply for a Grant with Project Fit America with the Hess School teachers and Administration in partnership with the Hamilton Township PTA.
21. To accept Hamilton Township PTA funds for the 2016-2017 first and second trimesters in the amount of \$911.07, as per attachment Finance-20.

Roll Call Vote: All in favor #13, #14, #15, #16, #17, #18, #19 and #21: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken.  
(8-0-0)

Six in favor #20: Ms. Erickson, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstain: Mrs. Barr and Mrs Hassa.  
(6-0-2)

**ADMINISTRATION COMMITTEE (Personnel and Discipline):**

**Chairperson: Mrs. Hassa**

**All personnel actions are being taken by the recommendation of the Superintendent.**

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

1. To approve district substitutes for the 2016-2017 school year, as per attachment Administration-1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Administration-2.
3. To approve the creation of the following new positions for 2016-2017 school year as follows:
  - Full-time Grade 2-3 SPED SC Teacher – Hess – 20.04.30 BNI
  - Part-time Grade 2-3 SPED

Paraprofessional – Hess – 24.04.04 BNH

4. To approve an unpaid Leave of Absence for School Resource Officer Art Faden for the period January 30, 2017 through January 31, 2017.
5. To approve an intermittent New Jersey Family Leave of Absence for Dawn McCoy, Hess School Paraprofessional for the 2016-2017 school year starting on February 17, 2017, as per attachment Administration-5.
6. To approve a Federal Family Medical Leave of Absence for Marla Kanevsky, Davies School Paraprofessional for the period March 28, 2017 through the end of the school year, as per attachment Administration-6.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

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

7. To approve an intermittent Federal Family Medical Leave of Absence for Kelly Petrucci, Shaner School teacher for the 2016-2017 school year beginning March 24, 2017, as per attachment Administration-7.
8. To approve a maternity leave of absence for Jacqueline Radice, Davies School teacher. Mrs. Radice is requesting to use her sick time for the period May 1, 2017 through the end of the 2016-2017 school year, New Jersey Family Leave for ten (10) weeks beginning September 1, 2017 with a return to work date to be determined, as per attachment Administration-8.
9. To approve a maternity leave of Absence for Alexandra DePamphilis, Shaner School teacher. Mrs. DePamphilis is requesting to use sick time from May 30, 2017 to the end of the school year and NJ Family Leave for

twelve (12) weeks beginning on September 1, 2017, with a return to work date TBD, as per attachment Administration-9.

10. To approve and intermittent NJ Family Leave of Absence for Tina Bannon, Davies School Nurse, for the 2016-2017 school year effective February 6, 2017, as per attachment Administration-10.
11. To change the start date of Christina Baierski, Hess School part-time Paraprofessional from February 10, 2017 to February 1, 2017.

Ms. Baierski was originally approved on January 23, 2017 Board meeting.

12. To change the last day of employment for Ericka LaSure, par-time Hess School Paraprofessional from February 10, 2017 to February 3, 2017.

Ms. LaSure's resignation was previously approved on January 23, 2017.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

Motion by Mr. Hassa, seconded by Ms. Erickson, to approve the following motion as presented:

13. To approve Jeanine Osendowski as a full-time, 10 month, Shaner School Special Education teacher, B.A., Step 5, with a total annual salary of \$50,800.00, pro-rated, with a start date to be determined, as per attachment Administration-13.

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

Ms. Osendowski is a replacement for Kelly Ho who has resigned.

Roll Call Vote: All in favor: Mrs. Barr, Ms.

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Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee,  
Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

**OPERATIONS COMMITTEE (Facilities and Transportation):**  
**Chairperson: 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 2016-2017 school year, as per attachment Operations-1.

Roll Call Vote: All in favor: Mrs. Barr, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

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

The Hamilton Township Board of Education meeting adjourned at 8:04 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary