

Mays Landing, NJ
April 30, 2018

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON APRIL 30, 2018**

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 6:03 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Eric Aiken, Board President.

**Call
To
Order**

ROLL CALL

The following members answered roll call: Mrs. Nanci Barr, Mr. Greg Ciambrone (arrived 6:20 p.m.) Ms. Margaret Erickson, Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye, Mr. James Higbee (arrived 6:20 p.m.), Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: None

Also Present: 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 Mrs. Hassa, 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:

- 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.

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Voice Vote: All in favor (7-0-0)

The Board entered into Executive session at 6:04 p.m.

The Board resumed the regular session of the meeting at 7:03 p.m. and held a short recess until 7:12p.m.

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

Eric Aiken led the Pledge of Allegiance.

Pledge of Allegiance

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

1. To approve the regular session minutes of the Special meeting of March 24, 2018, as per attachment Minutes-1.

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

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Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

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

2. To approve the regular and executive session minutes of the meeting of March 26, 2018, as per attachment Minutes-2.

Roll Call Vote: All in favor regular session: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (9-0-0)

Seven in favor executive session: Mrs. Barr, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstained: Mr. Ciambrone and Mr. Higbee. (7-0-2)

VII. CORRESPONDENCE
None

Mr. Vogel did ask the Board to consider allowing public comments on non-agenda items at this portion of the meeting, since the budget presentation tonight might take some time and there are members of the public present who might like to speak and not wait until after the presentation.

PUBLIC COMMENTS

Amy Gold brought to the Board's attention the article written in the NJEA Magazine that is distributed monthly. The last edition featured the paraprofessionals of the district and the No Food Left Behind program which started at the Davies School.

Mrs. Waldron who is a parent in the district spoke regarding the National Junior Honor Society. She disagrees with the way the scores are calculated and has spoken to several administrators in the district.

Mr. Aiken responded that the Board has been briefed on the issue and this will be discussed with administration.

BOARD MEMBER COMMENTS

Mrs. Hassa congratulated the Teachers, Paraprofessionals and Educational Professionals of the Year. She also recognized the work done by the paraprofessionals on the No Food Left Behind program.

Mrs. Hassa noted the recent Sock Hop Dance and that it was well attended. She then congratulated Ms. Erickson for receiving her New Board Member certification at the Atlantic County School Board training.

Mrs. Hassa attended the NJSBA GPS Visionary Weekend and noted what an informative weekend it was.

Ms. Erickson congratulated the students who were recognized for academic achievement. She also noted that Teen Arts was held recently and it is a great opportunity for teenagers to showcase their ability.

Mrs. Barr noted the Spring concert held at Shaner recently and sent out kudos to all who helped put this together.

Mrs. Kupp congratulated Ms. Erickson for recently obtaining her New Board Member certification. She also recognized the work done by the PreSchool team in helping families as they enter the district.

Mr. Ciambone noted that the students had a wonderful learning experience on the recent field trip to the National Constitution Center.

Mr. Aiken also congratulated Margaret Erickson. He gave a "shout out" to the boys and girls track teams for their performance at the Penn Relays.

SUPERINTENDENT/STAFF REPORTS

Mr. Vogel gave an update on the NJQSAC review.

He asked the Board to reach out to him if they have any questions regarding the parent/teacher survey which has been sent out.

Congressman Frank Lobiondo will be coming to the Davies School in the near future to be speaking to staff and students.

- (A) Information Items
 - 1. Dates to Remember
 - a. May 17, 2018 – Davies Annual Spring Concert – 7:00 p.m. at the Hess School
 - b. May 21, 2018 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- (B) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-B.
- (C) Student Discipline Reports for the month of March, 2018, as per attachment XI-C

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- (D) Registration/Transfer Statistics for the Month of March, 2018, as per attachment XI-D.
- (E) Enrollment for the month of March, 2018, as per attachment XI-E.
- (F) Superintendent's/Principal's List for the 2nd Trimester, as per attachment XI-F.
- (G) Registration Round Up Dates:

Kindergarten:

- May 9, 2018 9:30 a.m. to 2:30 p.m.
- May 10, 2018 4:00 p.m. to 7:00 p.m.
- May 11, 2018 9:30 a.m. to 2:30 p.m.

Registrations will take place at the District Registration Office located at the Shaner School, 5801 Third Street, Mays Landing, New Jersey.

- (H) Presentation:

2018-2019 Budget
Given by: Anne-Marie Fala,
Business Administrator/Board Secretary

- (I) Presentation:

Energy Savings Improvement Plan (ESIP) Presentation
Given by:
Kevin Keenan and Steve Schmidt of DCO Energy Services

COMMITTEES AND RECOMMENDATIONS

- A. Instruction Committee (Curriculum and Policy):
Chairperson: Ms. Erickson

Motion by Ms. Erickson, seconded by Mrs. Barr, to approve the following motions, as presented:

1. To approve the 2018-2019 District Calendar, as per attachment Instruction-1.
2. To approve local and grant funded extra-curricular activities and staff stipends for the 2017-2018 school year (these are corrections to staff previously approved), as per attachment Instruction-2.
3. To approve the revised Hamilton Township

School District's 2017-2018 NJ QSAC
District Performance Report (DPR) for
Instruction and Program and Summary
Score, as per attachment Instruction-3.

Roll Call Vote: All in favor #1 and #3: Mrs.
Barr, Mr. Ciambrone, Ms. Erickson, Mrs.
Francis, Mrs. Hassa, Mr. Haye, Mr.
Higbee, Mrs. Kupp, and Mr. Aiken (9-0-0)

Eight in favor #2: Mrs. Barr, Ms. Erickson,
Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr.
Higbee, Mrs. Kupp, and Mr. Aiken.
Abstain: Mr. Ciambrone (8-0-1)

Motion by Ms. Erickson, seconded by Mrs. Hassa, to table #4.

Roll Call Vote: Eight in favor: Mrs. Barr,
Mr. Ciambrone, Ms. Erickson, Mrs.
Francis, Mrs. Hassa, Mr. Higbee, Mrs.
Kupp, and Mr. Aiken. Nay: Mr. Haye
(8-1-0)

4. Item #4 was tabled.

Motion by Ms. Erickson, seconded by Mrs. Barr, to approve the following motions, as presented:

5. To approve Policy #2700 – Services to Non-Public School Students on second reading.
6. To approve Policy #5516.01 – Student Tracking Devices on second reading.

Roll Call Vote: All in favor: Mrs. Barr, Mr.
Ciambrone, Ms. Erickson, Mrs. Francis,
Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs.
Kupp, and Mr. Aiken. (9-0-0)

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

7. To approve Policy and Regularion #7100 – Long Range Facilities Planning on second

reading.

8. To approve Policy and Regulation #7102 – Site Selection and Acquisition on second reading.
9. To approve Policy #7130 – School Closing on second reading.
10. To approve Policy #7300 – Disposition of Property on second reading.
11. To abolish Regulation #7300.1 – Disposal of Instructional Property on second reading.
12. To approve Regulation #7300.2 – Disposal of Land on second reading.
13. To approve Regulation #7300.3 – Disposition of Personal Property on second reading.
14. To approve Regulation #7300.4 – Disposition of Federal Property on second reading.
15. To approve Policy #7425 – Lead Testing of Water in Schools on second reading.
16. To approve Policy #7440 – School District Security on second reading.
17. To approve Policy and Regulation #7441 – Electronic Surveillance in School Buildings and on School Grounds on second reading.
18. To approve Policy #8630 – Bus Driver/Bus Aide Responsibility on second reading.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis,

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Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs.
Kupp and Mr. Aiken. (9-0-0)

Motion by Ms. Erickson, seconded by Mrs. Barr, to approve the following motion, as presented:

19. To approve Policy #9242 – Use of Electronic Signatures on second reading.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

FINANCE COMMITTEE - Chairperson: Mrs. Barr

Motion by Mrs. Barr, 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 March, 2018. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of March, 2018, as per attachment Finance-1.
2. To approve the Board Secretary's Report for the period ending March 31, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of March 31, 2018, 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.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and

Mr. Aiken. (9-0-0)

The following items have been included as informational items:

3. Interest Income for the month of March, 2018, as per attachment Finance-3.
4. Receipts for the month of March, 2018, as per attachment Finance-4.
5. Refunds for the month of March, 2018, as per attachment Finance-5.
6. Capital Reserve Interest for the month of March, 2018, as per attachment Finance-6.
7. Rental Income for the month of March, 2018, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of March, 2018, as per attachment Finance-8.
9. The monthly Budget Summary Report for March, 2018 has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.

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

#12 has been included for informational purposes.

10. To approve budget transfers in the amount of \$73,047.99, 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.
12. Purchase orders issued for services, supplies and equipment in the amount of \$937,832.50,

as per attachment Finance-12.

13. To approve the following bills and payroll in the total amount of \$6,466,578.60 (attachment Finance-13):

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$11,221.00
10	General Fund/Payroll	337,416.04
11	Current Expense	2,032,681.29
11	Current Expense/Payroll	3,565,941.89
12	Capital Outlay	13,912.00
20	Special Revenue	123,695.22
20	Special Revenue/Payroll	160,340.23
50	Cafeteria	164,152.89
50	Kids' Corner	34,219.53
50	Community Education	12,998.51
50	Camp Blue Star	10,000.00

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2017-2018 school year, as per attachment Finance -14.
15. To approve Resolution #125 to Adopt the 2018-2019 District Budget, as per attachment Finance-15.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

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

16. To approve the following Resolution appointing a Risk Management Consultant for the 2018-2019 school year:

RESOLUTION #124

ATLANTIC & CAPE MAY COUNTIES
ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS JOINT
INSURANCE FUND (ACCASBOJIF)

RESOLUTION APPOINTING A RISK
MANAGEMENT CONSULTANT
2018-2019

WHEREAS, the Hamilton Township Board of Education hereinafter referred to as DISTRICT, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund require that each DISTRICT appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services as detailed in the Bylaws; and

WHEREAS, the Bylaws indicate a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Dennis Brown of Glenn Insurance as its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto as attachment Finance-16.

17. To approve final payment to Thomas Company, Inc. in the amount of \$10,000.00, as per attachment Finance-17.

18. To approve a Tuition Contract between the

Hamilton Township Board of Education (sending District) and Coastal Learning Center Atlantic Corp for one student for the 2017-2018 school year beginning April 9, 2018 for 56 days at a per diem rate of \$270.48, for a total cost of \$15,146.88.

19. To approve Resolution #126 Authorizing a Special Election of the Board of Education of the Township of Hamilton in the County of Atlantic, New Jersey and Other Matters Related Thereto, as per attachment Finance-19.
20. To approve a Tuition Contract between the Pleasantville Board of Education (sending district) and the Hamilton Township Board of Education (receiving district) for one homeless student for the 2017-2018 school year as follows:
 - February 20, 2018 through June 30, 2018 (80 days) at a rate of \$66.65 per diem for a total cost of \$11,997.00, pro-rated.
 - Learning Resource Teacher at a cost of \$1,704.05
 - In-Class Support Teacher at a cost of \$764.31.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp and Mr. Aiken. (9-0-0)

ADMINISTRATION COMMITTEE (Personnel and Discipline);

Chairperson: Mrs. Kupp

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

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

1. To approve district substitutes for the 2017-2018 school year, as per attachment Administration -1.
2. To approve homebound instruction for the 2017-2018 school year, as per attachment Administration -2..

3. To approve fieldwork placements for the 2018-2019 school year, as per attachment Administration-3.
4. To change the start date of a NJ Family Leave of Absence for Sarah Irwin, Shaner School Paraprofessional from March 21, 2018 to March 23, 2018 due to the snow day.
5. To approve the following unpaid leaves of absence, as per attachment Administration-5:
 - Arthur Faden, Shaner School SRAO from March 21, 2018 to March 28, 2018.
 - Melanie Cradock, Hess School Secretary on June 25, 2018
 - Kelly Rupert, Davies School Teacher on June 25, 2018
 - Diana Evans, Speech Language Specialist on June 25, 2018
 - Mark Miller, Shaner School Custodian on April 19, 2018.
 - Stephanie McKensie, Hess School teacher on June 25, 2018
 - Matthew Montelpare, Hess School Maintenance on April 18, 2018.
 - Jane Barrett, Hess School Nurse on May 23, 2018 (attachment-Administration-5)
6. To approve the following Kid's Corner staff for the 2017-2018 school year:
 - Vincent Leszczynski - \$12.00/hour
7. To extend a Family Medical Leave of Absence for Andrew Castellano, Hess School Paraprofessional until May 25, 2018 with a return to work date of May 29, 2018, as per attachment Administration-7.

Mr. Castellano's Family Leave was originally approved on March 26, 2018.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs.

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Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and
Mr. Aiken. (9-0-0)

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

8. To approve Darren Palmer as Principal of the William Davies Middle School for the 2018-2019 school year, Administrative Guide A, with a total annual salary of \$116,500.00, as per attachment Administration-8.

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

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

9. To approve Kristen Fisher as the Lead Teacher for the Shaner Reading & Writing Camp.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

OPERATIONS COMMITTEE (Facilities and Transportation):

Chairperson: Mr. Ciambrone

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

1. To approve club/activity trips for the 2017-2018 school year, as per attachment Operations-1.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, Mr. Aiken. (9-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Hassa thanked Mrs. Fala for the hard work done in developing the budget.

NEW BUSINESS

None

PUBLIC COMMENTS

Mr. Gildner welcomed Mr. Palmer as the Vice Principal of the Davies School. He also commented regarding the policy on social media for Board members. He feels everyone should be accountable.

Mr. Ciambrone and Mr. Higbee left the meeting at 9:13 p.m.

EXECUTIVE

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:

- Chief School Administrator's Evaluation

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.

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

The Board entered executive session at 9:28 p.m.

The Board resumed the regular meeting at 10:14 p.m.

ADJOURNMENT

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

Voice Vote: All in favor: (7-0-0)

The Hamilton Township Board of Education meeting adjourned at 10:15 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary