

Hamilton Township Public Schools
Mays Landing, New Jersey

Agenda for Regular Meeting – November 15, 2011

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

- I. Flag Salute Page
- II. 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.

- III. Roll Call
- IV. Approval of Minutes

Action A. Regular session of the meeting of October 18, 2011 11
 (attachment IV-A)

1. Corrections _____

Motion _____ Second _____ Vote _____

- V. Correspondence
- VI. Receive comments from the public in accordance with the Board's policy on participation at Board meeting
- VII. Board Member Comments
- VIII. Superintendent/Staff Reports

A. Information Items

1. Dates to Remember

- November 15, 2011 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- November 15, 2011 – Board of Education Meeting – Davies School – 7:00 p.m.
- November 18, 2011 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- November 24-25 – Thanksgiving Holiday – Schools Closed
- December 6, 2011 – Board of Education Meeting – Davies School – 7:00 p.m.
- December 9, 2011 – Facilities Committee Meeting – Board Office – 7:30 a.m.
- December 14, 2011 – Personnel Committee Meeting – Board Office – 5:00 p.m.
- December 20, 2011 – Curriculum Committee Meeting – Davies School – 6:00 p.m.
- December 20, 2011 – Board of Education Meeting – Davies School – 7:00 p.m.
- December 23-January 1, 2012 – Winter Recess – Schools Closed

FYI	B.	Registration/Transfer Statistics for the Month of October, 2011 (attachment VIII-B).	23
FYI	C.	Enrollment (attachment VIII-C)	24
FYI	D.	Harassment, Intimidation and Bullying Incident Log (attachment VIII-D)	25
FYI	E.	Student Discipline Reports for the month of October, 2011 (attachment VIII-E)	27
FYI	F.	<u>Holiday Concerts:</u> <u>Davies Holiday Concert</u> ♫ December 1, 2011 – 7:00 p.m. at the Hess School <u>Hess Holiday Concert</u> ♫ December 8, 2011 – 7:00 p.m. at the Hess School	

IX. Committees and Recommendations

- | | | |
|---------------|--|-----|
| Action | <p>2. Motion to approve a maternity leave of absence for Melissa Olkowski, Hess School Grade 5 Teacher. Ms. Olkowski has requested to use all her accumulated sick time beginning February 13, 2012 through March 22, 2012. Ms. Olkowski has also requested to be placed on Family Medical Leave from March 23, 2012 through April 13, 2012 and New Jersey Family Leave from April 16, 2012 through the end of the school year with a return to work date of September 1, 2012 (attachment IX-D-2).</p> <p>Motion _____ Second _____ Vote _____</p> | 114 |
| Action | <p>3. Motion to approve homebound instruction for the 2011-2012 school year (attachment IX-D -3).</p> <p>Motion _____ Second _____ Vote _____</p> | 116 |
| Action | <p>4. Motion to approve the following Kid's Corner Substitute for the 2011-2012 school year:</p> <p style="padding-left: 40px;">Angela Bowen - \$10.00/hour</p> <p>Motion _____ Second _____ Vote _____</p> | |
| Action | <p>5. Motion to accept and approve a notice of resignation from Debra Bond, Davies School Paraprofessional effective November 1, 2011 with her last date of employment on November 7, 2011 (attachment IX-D -5).</p> <p>Motion _____ Second _____ Vote _____</p> | 119 |
| Action | <p>6. Motion to approve Judith Alton as a full-time, Grade 6, Davies School Science Teacher for the 2011-2012 school year beginning February 1, 2012 through June 30, 2012, B.A., Step 1 for a total annual salary of \$44,352.00, pro-rated (attachment IX-D -6).</p> <p style="padding-left: 40px;">Ms. Alton is a replacement for Loretta Leyrer who will be retiring.</p> <p>Motion _____ Second _____ Vote _____</p> | 120 |

Action 7. Motion to accept and approve a notice of retirement from Margaret Anderson, Hess School Teacher effective January 1, 2012 with her last date of employment on December 30, 2011 (attachment IX-D -7). 125

(Mrs. Anderson is currently using her accumulated sick time for the period October through December, 2011.)

Motion_____Second_____Vote_____

Action 8. Motion to approve Rachel Myers as a full-time, Grade 4, Hess School Special Education Teacher for the 2011-2012 school year, beginning November 21, 2011 through June 30, 2012, B.A.+15, Step 1, for a total annual salary of \$45,305.00, pro-rated (attachment IX-D-8). 126

Ms. Myers is a replacement for Laurie Feldman who has resigned.

Motion_____Second_____Vote_____

Action 9. Motion to approve the revised local and grant funded extra-curricular activities (clubs and activities) and staff stipends for the 2011-2012 school year for the Shaner, Hess and Davies Schools (attachment IX-D-9). 131

Motion_____Second_____Vote_____

Action 10. Motion to approve Laura Verzi-Aleszczyk as a full-time Hess School Special Education teacher for the 2011-2012 school year beginning December 14, 2011(or sooner if needed) through May 1, 2012, M.A., Step 3, for a total annual salary of \$47,696.00, pro-rated (attachment IX-D-10). 137

Ms. Verzi-Aleszczyk is a replacement for Jennifer Travis who will be on a maternity leave of absence.

Motion_____Second_____Vote_____

Action 11. Motion to approve Katie Huenke as a full-time Hess School Special Education teacher for the 2011-2012 school year beginning December 14, 2011 (or sooner if needed) through April 23, 2012, B.A., Step 3, for a total annual salary of \$44,764.00, pro-rated (attachment IX-D-11). 141

Ms. Huenke is a replacement for Amy Carter who will be on a maternity leave of absence.

Motion _____ Second _____ Vote _____

Action 12. Motion to approve Susan Wolfe as a part-time, 29 hour/week Davies School paraprofessional for the 2011-2012 school year beginning November 16, 2011 through June 30, 2012, Paraprofessional Guide, Step 9, for a total annual salary of \$16,811.00 (attachment IX-D-12). 146

Ms. Wolfe is a replacement for Debbie Bond who has resigned.

Motion _____ Second _____ Vote _____

Action 13. Motion to approve Kimberly Pennington as a part-time, 29 hour/week Shaner School paraprofessional for the 2011-2012 school year beginning November 16, 2011 through June 30, 2012, Paraprofessional Guide, Step 1, for a total annual salary of \$13,382.00, pro-rated (attachment IX-D-13). 147

Ms. Pennington is a replacement for Susan Wolfe who is moving to the William Davies School.

Motion _____ Second _____ Vote _____

Action 14. Motion to approve Amanda Greenberg-Fortune as a full-time Hess School teacher for the 2011-2012 school year beginning November 16, 2011 through June 30, 2012, M.A., Step 5, for a total annual salary of \$48,135.00, pro-rated (attachment IX-D-14). 148

Ms. Greenberg-Fortune is a replacement for Helen D'Agostino who will be on a maternity leave of absence.

Motion _____ Second _____ Vote _____

XI. Solicitor's Report

XII. Unfinished Business

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

Action **A.**

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

XV. 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 _____.

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.

Motion_____Second_____Vote_____

XVI. Adjournment

VIII-B

To: Mrs. Michelle M. Cappelluti

Re: Registration/Address Change/Transfer Statistics

2011 - 2012

	Registrations	Address Changes	Transfers
September	78	24	68
October	26	12	27
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

K = 23

PreK, PM = 2, AM =

Joyce E. Graumann
Registration Secretary

cc: M. Jamison

T. Vogt

D. Cartwright

C. LoPresto

23

2011-2012
STUDENT ENROLLMENT
HAMILTON TOWNSHIP SCHOOL DISTRICT ENROLLMENT

VIII-C

	September		October		November		December		January		February		March		April		May		As of June	
	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS	# of Rooms	*ACS
<u>Preschool</u>	159	22,714	157	22.4	7	0.0	7	0	7	0	7	0	7	0	7	0	7	0	7	0
<u>Kindergarten</u>	286	20,429	289	20.64	14	0	14	0	14	0	14	0	14	0	14	0	14	0	14	0
<u>Grade 1</u>	320	18,824	316	18.59	17	0	17	0	17	0	17	0	17	0	17	0	17	0	17	0
<u>Grade 2</u>	345	24,643	344	24.57	14	0	14	0	14	0	14	0	14	0	14	0	14	0	14	0
<u>Grade 3</u>	316	22,571	311	22.21	14	0	14	0	14	0	14	0	14	0	14	0	14	0	14	0
<u>Grade 4</u>	310	22,143	311	22.21	14	0	14	0	14	0	14	0	14	0	14	0	14	0	14	0
<u>Grade 5</u>	334	23,857	332	23.71	14	0	14	0	14	0	14	0	14	0	14	0	14	0	14	0
<u>Grade 6</u>	319	18,765	318	18.71	17	0	17	0	17	0	17	0	17	0	17	0	17	0	17	0
<u>Grade 7</u>	299	18,688	303	18.94	16	0	16	0	16	0	16	0	16	0	16	0	16	0	16	0
<u>Grade 8</u>	347	20,412	351	20.65	17	0	17	0	17	0	17	0	17	0	17	0	17	0	17	0
**Self Contained	124	8,2667	123	8.2	15	0	15	0	15	0	15	0	15	0	15	0	15	0	15	0
Totals	3159		3155		0.0		0		0		0		0		0		0		0	

*ACS - Average Class Size
** Self Contained Figures include Pre-K

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IX-A-1

CHANGE ORDER

Original Contract Amount...\$ 37,359.00
 Contract Amount Previous
 to this Change Order.....\$ 37,359.00
 This Change Order
 Deduct.....\$ -1,770.00
 Revised Contract Amount:...\$ 35,589.00

CHANGE ORDER NO. 1

Date: August 31, 2011
 Contractor Maguire Electrical Construction, L.L.C.
 2547 Fire Road, Suite A
 Egg Harbor Township, NJ 08234

Job Toilet Rm. Alts. - Shaner Memorial ES
 Hamilton Township Board of Education
 FVF# 4052-A
 Work: Electrical

In connection with your contract dated March 1, 2011 the following changes are ordered:

- 1. Allowance amount for the Project (Sec 1:01020-2,1.2.5) \$ 1,500.00
- 2. Credit for (3) electric outlets - unused allowance \$ 270.00
- 3. Credit to the Owner for the unused allowance balance \$ - 1,770.00

FOR A TOTAL DEDUCTION OF \$ -1,770.00

Therefore, subject to the conditions of this contract, the Contract Price is

DECREASED ONE THOUSAND SEVEN HUNDRED SEVENTY AND 00/100 DOLLARS (\$1,770.00)

The Contract Time is UNCHANGED

APPROVED:

CONTRACTOR Maguire Electrical Construction, L.L.C.

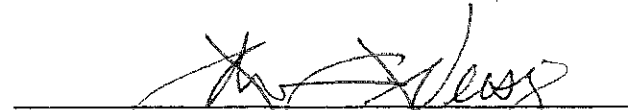


 Signature of Contractor

Date: 10-18-11

APPROVED:

FRAYTAK VEISZ HOPKINS DUTHIE, P.C.



Date: 8/31/2011

APPROVED:

OWNER Hamilton Township Board of Education

Signature of Owner

Date: _____

Note: Owner's acceptance of this Change Order is contingent upon the Contractor providing evidence of bond increase approval from the Contract Surety.

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**BOARD OF EDUCATION
RESOLUTION**

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

WHEREAS, the Hamilton Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff/Board member where prior Board approval shall not be required unless this annual threshold for a staff/Board member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable are excluded from the requirements of N.J.A.C. 6A:23B-1.1 et seq.; and

THEREFORE, BE IT FURTHER RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as per noted on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form; and

BE IT FURTHER RESOLVED, the Board of Education approves the travel and related expense reimbursements as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form.

TRAVEL APPROVAL FORM

November 15, 2011

<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>
Carol Tomasello	Teacher	AAHPERD Convention	Boston, MA	3/13-16/2012	425.00	370.00
Jennifer Farrell	Literacy Coach	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Tammy Welsey	Teacher	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Cory Meisenhelter	Teacher	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Beth Connor	Literacy Coach	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Tara Sutton	Teacher	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Becky Garofalo	Literacy Coach	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Tara Yard	Teacher	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Jeff Wellington	School Psychologist	Reaching Everyone in Literacy Enviro.	Mullica Hill, NJ	12/5/2011	@@	20.00
Ann Bucknam	Social Worker	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Kelly Crowder	School Psychologist	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Dotsie Schoenstein	Guidance Counselor	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Russ Clark	Vice Principal	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Donna Hess	Guidance Counselor	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Kevin Morrison	Teacher	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Cheryl Porreca	Accounting Supervisor	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Martha Jamison	Business Administrator	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Natalie James	Teacher	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Judy Testa	Occupational Therapist	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
Diane Esslinger	School Media Specialist	Targeted Capacity Building w/Diversity	Mullica Hill, NJ	12/19/2011	@@	20.00
		NJASBO-Financial Planning/Pensions	Robbinsville, NJ	1/12/2012	**	46.00
		NJASBO-Financial Planning/Pensions	Robbinsville, NJ	1/12/2012	**	44.00
		Pre-K Convention	Atlantic City, NJ	2/24/2012	219.00	15.00
		Mealtime Success-Kids on Spectrum	Cherry Hill, NJ	12/1/2011	189.00	19.00
		NJASL Fall Conference	Long Branch, NJ	12/2/2011	75.00	21.00

@@ As part of the District's membership in the New Jersey Network to Close the Achievement Gap various administrators and staff members will attend training sessions to be held during the 2010-11 school year. Registration cost is included in the membership fee.

** Included in NJASBO discounted subscription program purchased in July 2011.

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.

1X-C-8

IX-D-1

NOVEMBER 15,2011
SUBSTITUTES 2011-2012

BOARD APPROVAL

Virginia	Creighton	sub/ teacher	\$90/day
Debbie	Bond	sub/para/sec	\$55/day
Katie	Huenke	sub/teacher	\$90/day
Laura	Aleszczyk	sub/teacher	\$90/day
Kelly	Adams	sub/teacher	\$90/day
Alyssa	Korchan	sub/sec/para/teacher	\$55/\$80/day

X-F-2

**Hamilton Township School District
Transportation
2011 - 2012**

Stops added to established routes after September 27, 2011, to be submitted to the Board of Education for approval on November 15, 2011

Stop Location	Bus	Rationale
Mays Ldg-Somers Pt Rd Near 5215	HS23	New
Holly Street Near 5124	DA7	New
Harley Ave Near 5907	DA3	New
Harbor Ave Near 686	SR8	Change
Pinehurst & Colony	HS5	New
Harding Highway Near 6961	SR10	Change

Most stops are added due to address changes for students who move within the district or for new students entering the district.

Date of Board Meeting November 15, 2011

Transportation Jointure Contract between
Atlantic County Special Services School District and
the Hamilton Township School District

<u>Route #</u>	<u>Destination</u>	<u>#Students</u>	<u>Cost</u>
ELEM10	ACSSSD	2	\$ 8,956.30
ELEM12	ACSSSD	1	\$20,259.70
ELEM16	ACSSSD	2	\$12,360.90
ELEM3	ACSSSD	6	\$67,195.00
ELEM5	ACSSSD	1	\$ 2,410.40
HESSPK	George L Hess	1	\$ 9,720.00
HS1LPN	ACSSSD	1	\$13,996.00
HS6	ACSSSD	1	\$ 3,623.90
HS8	ACSSSD	1	\$ 2,248.90
SHA7	Joseph C Shaner	7	\$58,320.00
KATZ	Katzenbach	1	\$12,409.10
YALE2	Yale/Northfield	1	\$ 3,250.50