

**Minutes of the Regular Meeting  
Hamilton Township Board of Education  
March 23, 2022**

The Regular meeting of the Hamilton Township Board of Education was called to order at 6:02 p.m. in the William Davies Middle School Cafetorium by Nanci Barr, Board President.

**1. Roll Call**

The following members answered Roll Call: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller (arrived at 6:06 p.m.), Ms. Newman, Mrs. Poretto, Mr. Rogers and Mrs. Barr.

Absent: Dr. Nelson

Others Present: Dr. Jeffery Zito, Superintendent; Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary, and Ms. Amy Houck-Elco, Solicitor.

**2. 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
- Attorney Client Privilege
- Personnel

Be it 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.

Be it further resolved the Board may take action on items discussed in executive session.

Now therefore, be it resolved that the Board will be in executive session for approximately 60 minutes.

Motion by Mrs. Barr, seconded by Mr. Rogers, to enter into Executive Session.

ROLL CALL VOTE: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr (8-0-0)

The Board entered Executive session at 6:03 p.m.

**3. Reconvene Public Session**

The Board reconvened to Regular session at 7:00 p.m.

3.1: Mrs. Barr led the Pledge of Allegiance.

3.2: Mrs. Barr asked for a moment of silence for private reflection.

3.3: Notice of Advertisement

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and notices posted at the Township Clerk's Office, Mays Landing Post Office, Mizpah 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. If your remarks are about students and/or personnel, you should follow the chain of command as the Board cannot respond to those comments. 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

#### **4. Approval of Minutes**

Motion by Mrs. Barr, seconded by Mrs. Hassa to approve the Regular and Executive session minutes of January 12, 2022 and February 16, 2022.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)

#### **5. Correspondence**

None at this time.

#### **6. Presentations**

Cooper Levenson, Holiday Card Winner Presentation  
Given by Amy Houck-Elco, Esquire and Darren Palmer, Principal

Congratulations to Crystal Williams, a 7th Grade Davies Student who has been chosen as one of the Cooper Levenson, Attorney's at Law, Holiday Card Contest winners for 2021.

#### **7. Audit Presentation**

Presentation of the Audit for Fiscal Year ending June 30, 2021  
Given by Carol Russ of Ford Scott & Associates, L.L.C.

7.2: Motion by Mrs. Barr, seconded by Mr. Rogers, to accept the audit as presented and approve the Corrective Action Plan (CAP) for fiscal year ending June 30, 2021.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)

#### **8. Public Comments**- None

#### **9. Board Member Comments**

Mrs. Hassa gave a report on the Board of Directors Meeting recently held. She encouraged other Board members to attend the County meetings.

Nanci Barr thanked all those who attended the School Safety meeting.

#### **10. Superintendent/Staff Reports**

- Dr. Zito gave an update on District Goals.

#### **10.1 Informational Items**

- Registration/Transfer Statistics for the Month of February, 2022
- Enrollment for the Month of February, 2022
- Discipline Reports for the Month of February, 2022
- HIB Reports

#### **10.2 Dates to Remember**

- Friday, April 15, 2022 - Friday, April 22, 2022 - School Closed - Spring Break
- Monday, April 11, 2022 - PTA Meeting - 7:00 p.m. Hess School
- Wednesday, April 27, 2022 - Board of Education Meeting and Public Hearing on the 2022-2023 Budget - Davies Cafeteria - 7:00 p.m.

This concludes my Superintendent's Report.

#### **11. Administration Committee (Personnel and Discipline) - Chairperson: Mrs. Ankrah**

Mrs. Ankrah reported on the Administration Committee meeting.

11.1: Motion by Mrs. Ankrah, seconded by Mrs. Hassa, to approve Administration Committee Items 11.2 to 11.13, as recommended by the Superintendent.

11.2: To approve the following resignations:

Name	Location	Position	Dated
Lisa Berzanskis	Davies	Science/Spec Ed Teacher	2/17/22; eff 4/17/22
Maribel Torres	Shaner	Paraprofessional	2/16/22; eff 3/17/22
Mary Vitelli	Shaner	Paraprofessional	2/27/22; eff 2/27/22
Eleni Wurster	Shaner	School Nurse	2/25/22; eff 4/25/22
Kristine Houser	Hess	Food Service	2/28/22; eff 3/29/22
Judy Dunleavy	Hess	SRAO	eff 6/30/22 (previously approved on 2-16-22)
Mina Ahn	Davies	Teacher	3/9/22; eff 3/11/22
Bethany Nemsdale	Hess	Paraprofessional	3/16/22; eff 4/8/22

11.3: To approve the following retirement(s):

Name	Location	Position	Dated
Jeff Wellington	District	Supervisor of Special Projects	3-2-22
Mary Ross	Shaner	Paraprofessional	3-4-22
Vivian Ragan	Davies	Paraprofessional	3-10-22
Annamarie Barrett	Shaner	Paraprofessional	3-10-22
Cynthia Bahgat	Shaner	Teacher	3-14-22
David Gray	Davies	Custodian	3-15-22
Donna Pyle	Shaner	Food Service Worker	3-16-22

11.4: To approve the following leaves of absence:

Name	Location	Leave	Position
Allison Baggstrom	Hess	Unpaid LOA 2/17 - 2/25/22	Paraprofessional
Karen Wigglesworth	Hess	Unpaid LOA 3/7 - 6/30/22	Paraprofessional
Traci Brittain	Hess	Unpaid LOA 2/22 - 6/30/22	Paraprofessional
Madeline Payne	Hess	FMLA 2/28-3/21/22	Teacher
Catherine Steffanelli	Hess	Unpaid LOA 3/10-3/11/22	Food Service
Jessica Gillespie	Hess	Child rearing LOA 5/5 - 6/30/22	Teacher
Belinda Velez	Hess	Unpaid LOA 2/24 - 2/25/22	Paraprofessional
Bonnie Repko	Hess	Unpaid LOA 3/17/22	Paraprofessional
Michael Corrado	Shaner	Unpaid LOA 3/28 - 4/1/22	SRAO

11.5: To approve new hires:

Name	Position	Location	Effective	Degree/Step	Salary	Replacement For/Reason
Carlos Cortez	PT 10-mth Custodian	Hess	3/24/22	Cust B/Step 1	\$17191 prorated	D. Suarez/Internal Move
Kelly Camp	PT Paraprofessional	Shaner	3/31/22	Para/1	\$19132 prorated	M. Torres/Resignation
Donna Peck	Science Teacher	Davies	3/24/22	BA/Step 1	\$54897 prorated	S.Syed/Termination

11.6: Student Teacher/Internship/Volunteer Placements - None

11.7: To approve mentors for the 2021-22 SY:

- Shawnee Foglio for Theodore Bergman

11.8: To approve Lead Teachers for 2022 Summer Programs

- Deanna Allen as Lead Teacher for the Special Education Summer 2022 ESY Program. Hourly rate based on HTEA contract + \$600 stipend for work done in advance of the program start.
- Amy Gold and Meghan Hooper-Jackson as Lead Teachers for the HTSD 2022 Summer Program. Hourly rate based on the HTEA contract.

11.9: To approve substitutes for the 2021-2022 school year.

2021-2022 School Year BOARD APPROVED SUBSTITUTES 3/23/22					
LAST NAME	FIRST NAME	POSITION	RATE	CERTIFICATION	INTERVIEW
Creighton	Virginia	sub teacher	\$115/day	elem*	renewal
Haley	Joann	sub teacher	\$125/day	elem*	renewal
King	Julia	sub para/sub teacher	\$85/\$105/day	sub cert pending	Melanie Lisitski and Amanda Husta

\*\*Covid rate of \$15/hour for sub custodians and sub food service workers during the pandemic.

\* Covid rate of \$225/day for those holding a NJ DOE Teaching Certificate during the pandemic.

11.10: To approve the updated job description for Paraprofessionals.

11.11: To approve an increase in hours for Jeffrey Lewis, School Attendance Officer through June, 2022.

11.12: To approve the following homebound instruction:

Student Homebound Number	Student Grade	Dates of Homebound Instruction	Teacher	Reason
2021-22-19	8	2-10-22-4-25-22	Kathleen Curtis	Discipline
2021-22-24	6	2-22-22-3-8-22	Debbie Caporale/Stacie Becker	Medical
2021-22-25	8	2-22-22-3-7-22	Jamie Hayden	Medical
2021-22-26	7	2-22-22-3-4-22	Michele Giardino/Kelli Costello	Discipline
2021-22-27	6	2-22-22-4-11-22	Christina Gonzalez/Laura Halter	Medical
2021-22-28	7	2-25-22-3-10-22	Sheila Fleischer	Discipline
2021-22-29	7	2-25-22-5-9-22	Brian Jenner	Discipline
2021-22-30	2	3-3-22-TBD	Natalie Morris	Discipline
2021-22-31	8	3-11-22-5-11-22	Kathleen Curtis	Medical
2021-22-32	7	3-14-22-4-4-22	Thordis Mazza	Medical
2021-22-33	8	3-9-22-4-16-22	Anthony Thawley	Medical
2021-22-34	8	3-15-22-TBD	Carrie	Medical

			Armstrong	
2021-22-35	8	3-16-22-3-29-22	Lauren Ortiz	Discipline
2021-22-36	7	3-18-22-3-31-22	Sheila Fleischer	Discipline
2021-22-37	8	3-22-22-4-4-22	TBD	Discipline
2021-22-38	8	2-23-22-TBD	Rachel Robinson	Medical

11.13: To affirm the action taken as authorized by the Superintendent for all HIB investigations originally submitted to the Board at the February, 16, 2022 meeting.

ROLL CALL VOTE: All in favor 11.2 and 11.4 to 11.13: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)  
Seven in favor for 11.3: Mrs. Ankrah, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. Nay: Mrs. Hassa (7-1-0)

## **12. Instruction Committee - (Curriculum and Technology) - Chairperson: Dr. Lihach**

Dr. Lihach reported on the Instruction Committee meeting.

12.1: Motion by Dr. Lihach, seconded by Mrs. Hassa, to approve Instruction Committee items 12.2.

12.2: To approve/rescind the following stipends:

- **Rescind** the stipend for Maria Santilli, National Junior Honor Society, 1 day a week beginning March 1, 2002 through May 11, 2022 at @904.00 prorated (**previously approved on 2-16-22**).
- YPAR, new club at Davies School at the HTEA stipend rate of \$904.00 to be paid using ARP ESSER funding.
- Color Guard at the Davies School, new stipend position to be paid using ARP funding at the HTEA Club rate of \$904.00 - prorated for April and May.
- Erin Foster as Color Guard Club Advisor at the stipend rate of \$904.00, prorated.

ROLL CALL VOTE: Seven in favor: Mrs. Ankrah, Mrs. Hassa, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. Abstain: Dr. Lihach (7-0-1)

Motion by Dr. Lihach, seconded by Mrs. Ankrah, to approved Instruction Committee items 12.3 to 12.7:

12.3: To approve the following teachers for their attendance at BSI Family Night on March 16, 2022 from 5:30-7:30 @ the HTEA rate of \$31.15 per hour for a total of 2 hours:

- Toni Richardson
- Anne Andrews
- Toni Capille
- Janeen Bonomo
- Cory Meisenhelter
- Brandi Holdren

12.4: To approve the revised 2021-2022 District Calendar.

12.5: To approve the 2022-2023 School Calendar.

12.6: To approve the 2022-2023 Maintenance/Custodial Calendar.

12.7: To approve the following staff who will be facilitating the Strengthening Families Program for the 2021-2022 school year paid through Title IV Grant funds (previously approved on February 16, 2022).

### **Certificated Staff (\$31.15/hour)**

- Ann Bucknam
- Kelly Crowder
- Sara Leonelli
- Megan Capiak
- Laura Hackney
- Danielle Pulli
- Samantha Wilson

**Non-Certificated Staff (\$20.00/hour paid through Community Ed. Funds for child care)**

- Colleen Cszaszar
- Michelle Mick
- Chiyo Pease

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr (8-0-0)

**13. Policy - Chairperson: Mrs. Newman**

Ms. Newman reported on the Policy Committee meeting.

13.1: Motion by Ms. Newman, seconded by Mrs. Miller, to approve Policy Committee items 13.2 to 13.3.

13.2: Policies and Regulations -First Reading - None.

13.3: To approve the following Policies on 2nd reading:

Policy #2415.05 (Alert #226)	Student Surveys, Analysis, Evaluations, Examinations, Testing or Treatment
Policy/Regulation #2431.4 (Alert #226)	Prevention and Treatment of Sports-Related Concussions and Head Injuries
Regulation #2460.30 (Alert #226)	Additional/Compensatory Special Education and Related Services
Policy/Regulation #2622 (Alert #226)	Student Assessment
Policy #3233 (Alert #226)	Political Activities
Policy #5541 (Alert #226)	Anti-Hazing
Policy #7540 (Alert #226)	Joint Use of Facilities
Policy/Regulation #8465 (Alert #226)	Bias Crimes and Bias-Related Acts
Policy #9560 (Alert #226)	Administration of School Surveys
Policy #5512	Harassment, Intimidation, and Bullying

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)

**14. Operations Committee (Facilities, Transportation, Finance, Food Services and Technology)- Chairperson: Dr. Nelson**

Mrs. Barr reported on the Operations Committee meeting.

14.1: Motion by Mrs. Barr, seconded by Dr. Lihach, to approve Operations Committee Items 14.2 to 14.18:

14.2: Informational Items

- Interest for the Month of January, 2021
- Receipts for the Month of January, 2021
- Refunds for the Month of January, 2021
- Capital Reserve Interest for the Month of January, 2021
- Rentals for the Month of January, 2021
- Miscellaneous Revenue for the Month of January, 2021
- Budget Summary Report for the Month of January, 2021
- Purchase Order Journal March, 2022

14.3: To approve the Report of Receipts and Expenditures for the Month of January.

The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of January.

14.4: To approve Board Secretary's Report for the Month of January.

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of January 31, 2022, 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.

14.5: To approve budget transfers in the amount of \$954,000.00 for the 2021-2022 school year.

14.6: 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.

14.7: To approve March bills and payroll in the amount of \$5,747,179.92.

14.8: To approve the following February bills in the amount of \$397,182.33.

14.9: To approve the following tuition (sending district) for the 2021-2022 school year.

District	Type	# of students	School Year	Cost (prorated as necessary)
Wildwood	McKinney-Vento	1	2/1/22 to 6/30/22	\$16,583.00

14.10: To approve the following tuition contracts (receiving) for the 2021-2022 school year.

<b>District</b>	<b>Type</b>	<b># of students</b>	<b>School Year (time frame)</b>	<b>Cost (prorated as necessary)</b>
Atlantic City	McKinney Vento	1	9/29/21 to 6/30/22	\$12,502.05 (165 days)
Egg Harbor Twp.	McKinney Vento	1	9/8/21 to 6/30/22	\$13,638.00

14.11: To approve the following contracts/agreements for the 2021-2022 school year.

- Craig Cochran, LLC
- CMCSSSD Itinerant Services (amended)

14.12: To approve the following contracts/agreements for the 2022-2023 school year:

- ACCASBO RMC Agreement/Resolution
- Joint Transportation Agreement (ACSSSD)
- Learning Sciences International
- Verizon Agreement

14.13: To approve professional development/travel for the 2021-2022 school year.

14.14: To approve/accept the following Grants:

- AtlantiCare Healthy Schools Grant for the Davies School in the amount of \$1,000.00.

14.15: Disposal of District Items - None

14.16: To accept a dogwood tree and plaque donation from Rosemary Lamkin, retired Kindergarten teacher, along with a number of retired colleagues from the Shaner School in memory of Monica Taylor, retired teacher who passed away in December.

14.17: To approve the following Use of Facilities:

<b>Organization</b>	<b>Date of Use</b>	<b>Reason</b>
PAL Dance	4/29/2022	PAL Dance Pictures
PAL Basketball	3/15/2022	PAL Basketball Banquet
Mays Landing Lakers Cheer	6/14/2022	Parent Meeting for Cheer
Millennial Pool Management	3/26/2022-3/27/2022	Lifeguard Certification Classes

14.18: To approve Trip Requests for the 2021-2022 school year.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)

Motion by Mrs. Barr, seconded by Mrs. Ankrah, to approve Operations Committee Item 14.19:

14.19: To adopt and approve a Resolution of the Hamilton Township Board of Education for the submission of the 2022-2023 tentative budget.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Mrs. Hassa, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. (8-0-0)

**15. Solicitor's Report**

Amy Houck-Elco reported that she has had the opportunity to work with the Administration on staff matters and student matters since the last meeting.

**16. Old Business**

Mr. Rogers discussed the 2022-2023 budget and plans for funding future maintenance and capital projects through local funds.

**17. New Business** - None

**18. Public Comment**

Jerry Erickson, a parent and baseball coach, asked for consideration of the formation of Middle School Baseball and Softball teams at the Davies School.

**19. Adjournment**

Motion by Mrs. Barr, seconded by Ms. Newman, to adjourn the meeting.

VOICE VOTE: All in favor: 8-0-0

The Hamilton Township Board of Education education meeting adjourned at 7:43 p.m.

Respectfully submitted,

Anne-Marie Fala  
Business Administrator/Board Secretary