

Mays Landing, NJ  
October 24, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON OCTOBER 24, 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 7:00 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Eric Aiken, 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, Mrs. Barbara Kupp, Mrs. Kim Melton, and Mr. Eric Aiken. **Roll Call**

Absent: Mr. James Higbee

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

**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 regular session minutes of the meeting of October 11, 2016, as per attachment Minutes-1.

Voice Vote: Roll Call Vote: Seven in favor: Mrs. Buchanan, Mr. Ciambrone, Ms. Erickson, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. Abstained: Mrs. Hassa. (7-0-1)

### **CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

Mrs. Stecher wanted to thank the Mizpah Fire Dept. for welcoming the school to their facility for Books in Your Backyard. She also stated the fire department will be donating \$300 to the district.

### **BOARD MEMBER COMMENTS**

Mrs. Kupp thanked the Junior Honor Society and the teachers for their help during the recent Welcome Back Dance. She also thanked them for helping out with the Coat Drive.

Mr. Aiken reminded the Board of the NJSBA Workshop in Atlantic City which begins on Tuesday, October 25.

He also recognized the Fall sports teams this year. He noted the comradery from the students and coaches during these events.

### **SUPERINTENDENT/STAFF REPORTS**

(A) Information Items  
1. Dates to Remember

- a. November 10-11, 2016 – NJEA Convention – Schools Closed
- b. November 14, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- d. November 24-25 – Thanksgiving – Schools Closed
- e. November 28, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)
- f. December 12, 2016 – Board of Education Meeting – Davies School 6:00 p.m. (Executive Session) – 7:00 p.m. (Public Session)

Mr. Vogel read a letter from Sandy Rice, Coordinator of Office School Link. It was in response to a request for help in forming a Teen Center.

(B) Strategic Planning Presentation

Given by: Maryann Friedman  
District Field Representative from  
New Jersey School Boards Association

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

1. To approve NJ School Board Association to assist the District in Strategic Planning at a cost of \$4,000.00.

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

### **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:

1. To approve the local and grant funded extra-curricular activities and staff stipends for the 2016-2017 school year, as per attachment Curriculum-1.

Some of these stipends were previously approved at the October 11, 2016 Board meeting and their stipend has been adjusted and some are new as noted on the attachment.

2. To approve the following staff members to participate in Professional Development (PD) on October 21, 2016 (not to exceed 3 hours) and to be paid at the hourly rate as indicated in the 2015-2016 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local funds. Rate may be subject to change at the completion of the HTEA negotiations.

Jen Quartararo  
Debbie Brown  
Katie Snyder  
Kelley Davenport

Note: These part-time special education paraprofessionals are contracted to work less hours than needed for their full participation in the Mental Health Initiative PD, as well as for other PD relative to their placement planned for 10/21/16.

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

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

**FINANCE COMMITTEE – Mr. Haye**

Motion by Mr. Haye, seconded by Mrs. Melton, 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 August, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of September, 2016, as per attachment Finance-1.
2. Board Secretary's Report for the period ending August 31, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 31, 2016, 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. Buchanan, Mr. Ciambrone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp, Mrs. Melton, and Mr. Aiken. (8-0-0)

These items have been presented as informational items:

3. Interest Income for the month of September, 2016, as per attachment Finance-3.
4. Receipts for the month of September, 2016, as per attachment Finance-4.
5. Refunds for the month of September, 2016, as per attachment Finance-5.
6. Capital Reserve Interest for the month of September, 2016, as per attachment Finance-6.
7. Rental Income for the month of September, 2016, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of August, 2016, as per attachment Finance-8.
9. The monthly Budget Summary Report for September, 2016 has 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. Melton, to approve the following motions, as presented:

10. To approve budget transfers in the amount of \$1,947.00, 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. Buchanan, Mr. Ciambrone, Ms. Erickson Mrs. Hassa, Mr. Haye, 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 \$2,116,810.26, as per attachment Finance-12.

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

13. To approve the following bills and payroll in the total amount of \$5,101,842.97, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$1,951.00
10	General Fund/Payroll	319,995.81
11	Current Expense	1,256,139.16
11	Current Expense/Payroll	3,141,132.00
20	Special Revenue	21,623.22
20	Special Revenue/Payroll	131,829.40
50	Cafeteria	185,120.08
50	Kids' Corner	21,892.77
50	Community Education	7,241.19
50	Camp Blue Star	14,918.34

14. To approve the FY2017 (School Year 2016-2017) non-public School Technology Initiative Agreement tentative budget and purchase orders, as per attachment Finance-14.
15. 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-15.

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16. To approve revisions to the following appointments effective October 17, 2016:

Purchasing Agent      Anne-Marie Fala

Executive Safety      Anne-Marie Fala  
Committee

These revisions are being made as Anne-Marie Fala is the replacement for Mark Ritter, Interim Business Administrator/Board Secretary

17. To accept a donation from the Mizpah Volunteer Fire Company in the amount of \$300.00 for the Books in the Backyard program.

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

**PERSONNEL/NEGOTIATIONS COMMITTEE – Mrs. Kupp**

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

Motion by Mrs. Kupp, 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 Personnel-1.
2. To approve homebound instruction for the 2016-2017 school year, as per attachment Personnel-2.
3. To approve Laura Verzi-Aleszczyk as a mentor for Brittany Loesch, Hess School teacher for the 2016-2017 school year.
4. To approve a Substitute SRAO rate of \$150.00/day.
5. To approve an unpaid leave of absence for Richard Rocap, Davies part-time Maintenance

employee for the period November 7, 2016 through November 11, 2016.

6. To approve a start date of October 27, 2016 for Courtney Foster, Hess School teacher.

Ms. Foster was previously approved on October 11, 2016 with a start date TBD.

7. To approve an unpaid intermittent NJ Family Leave of Absence for Sandra Zakheim-Nord, Hess School teacher for the 2016-2017 school year, as per attachment Personnel-7.

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

**POLICY COMMITTEE – Mrs. Buchanan**

None

**TRANSPORTATION COMMITTEE – Mr. Higbee**

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

1. To approve club/activity trips for the 2016-2017 school year, as per attachment Transportation-1.

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

Mr. Goldstein informed the Board that Mr. Aiken has been cleared of all ethic charges against him. The existing complaint has been dismissed.

**UNFINISHED BUSINESS**

None



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### **NEW BUSINESS**

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

2. To approve the submission of the District's NJQSAC Statement of Assurance on November 15, 2016.

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

### **PUBLIC COMMENTS**

Lorraine VonHess who is a paraprofessional in the district informed the Board of the No Food Left Behind Program that they have started, along with Mr. Trackman and the principals of each school. The PTA has purchased bags for each school to place the unopened food into that the students have not eaten each day. The food is then donated to local Food Banks.

Mr. Vogel noted he has received feedback regarding the Mental Health Initiative Program and noted that this program is being well received by the staff in the district. He complimented Mr. Wellington for the work he has done.

Mr. Vogel also gave an update on the Coffee with Administrators meetings being conducted in each school. The meetings were well attended and well received.

Mrs. Kupp stated that she feels the program is a great program. Mr. Vogel has given the staff a voice and has extended an invitation for concerns and changes for the better. She feels this is extremely important.

Mrs. Dagit also noted that these meetings have been very positive.

Mr. Aiken wanted to welcome Mrs. Fala as the new Business Administrator.

### **ADJOURNMENT**

Motion by Mr. Aiken, seconded by Mrs. Kupp, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 8:30 p.m.

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Anne-Marie Fala  
School Business Administrator/Board Secretary

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