

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON JANUARY 22, 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 6:30 p.m. in the Michael H. Duberson Memorial Library at the Wm. Davies Middle School by Eric Aiken, Board President.

**Call  
To  
Order**

**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:

- HIB
- Negotiations

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 75 minutes.

Voice Vote: All in favor (5-0-0)

The Board entered into Executive session at 6:31 p.m.

The Board resumed the regular session of the meeting at 7:05 p.m.

**ROLL CALL**

The following members answered roll call: Mrs. Nanci Barr (arrived 6:35 p.m.), Mr. Greg Ciambone (arrived 6:35 p.m.), Ms. Margaret Erickson, Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye (arrived 6:35 p.m.), Mr. James Higbee (arrived 6:35 p.m.), Mrs. Barbara Kupp, and Mr. Eric Aiken.

**Roll Call**

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Absent: None

Also Present: Mr. Frank Vogel, Superintendent  
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary  
Mr. Ray Went, Esquire

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.

**COMMITTEE ASSIGNMENTS**

Administration Committee:

Chairperson: Barbara Kupp  
Member: Amy Hassa

Operations Committee:

Chairperson: Greg Ciambrone  
Member: Jim Higbee  
Member: Amelia Francis

Instruction Committee:

Chairperson: Margaret Erickson  
Member: Nanci Barr  
Member: Derek Haye

Finance Committee:

Chairperson: Nanci Barr  
Member: Derek Haye

	Member: Barbara Kupp
Negotiations:	Chairperson: Barbara Kupp Member: Amy Hassa Member; Amelia Francis
Delegate and Alternate to the New Jersey School Boards Association:	Delegate: Amy Hassa Alternate: Amelia Francis
Delegate and Alternate to the Atlantic County School Boards Association	Delegate: Eric Aiken Alternate: Barbara Kupp
Legislative Chairperson and Alternate:	Delegate: Margaret Erickson Alternate: Derek Haye

### **APPROVAL OF MINUTES**

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

1. To approve the regular and executive session minutes of the meeting of December 18, 2017, as per attachment Minutes-1.

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

### **VII. CORRESPONDENCE**

None

### **PUBLIC COMMENTS**

None

### **BOARD MEMBER COMMENTS**

Mr. Aiken reminded the Board of the Atlantic County Meeting to be held on January 31, 2018. He also noted the Parent Workshop at the Hess IMC on January 31 beginning at 5:30 p.m. There will be a Special Meeting on February 5, 2018 at 5:00 p.m. with a Finance Committee meeting to follow.

### **SUPERINTENDENT/STAFF REPORTS**

- (A) Information Items
1. Dates to Remember

- a. February 19, 2018 – School Closed – Presidents’ Day
  - b. February 26, 2018 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- (B) Registration/Transfer Statistics for the Month of December, 2017, as per attachment XII-B.
- (C) Enrollment for the month of December, 2017, as per attachment XII-C.
- (D) Harassment, Intimidation and Bullying Incident Log, as per attachment XII-D.
- (E) Student Discipline Reports for the month of December, 2017, as per attachment XII-E.
- (F) Superintendent’s/Principal’s List for the 1<sup>st</sup> Trimester Grades 6-8, as per attachment XII-F.
- (G) Academic Achievement Lists for the 1<sup>st</sup> Trimester – Grades 4 and 5, as per attachment XII-G.
- (H) Shaner School Winter Concert Dates:
- Team B Wednesday, January 31 at 10:00 a.m.
  - Team C Thursday, February 1 at 10:00 a.m.
  - Team A Friday, February 2 at 10:00 a.m.
- (I) Panorama Education Proposal, as per attachment XII-I. This will be discussed further at a future date.
- (J) Teachers of the Year, Educational Service Professionals of the Year and Paraprofessionals of the Year for the 2017-2018 school year

Shaner School

Kathryn McEvoy  
Jessica Crawford  
Renee Richards

Teacher of the Year  
Educational Service Professional of the Year  
Paraprofessional of the Year

Hess School

Theresa Christman  
Corey Meisenhelter  
Annette Palmeri

Teacher of the Year  
Educational Service Professional of the Year  
Paraprofessional of the Year

Davies School

Christy Morrison

Teacher of the Year

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Samira Broschard                      Paraprofessional of the Year

Mr. Vogel also mentioned the Atlanticare Grants at both Hess and Shaner in the amount of \$800 each. These grants will be used for the gardens at each school.

(K)    Presentation:

Cooper Levenson, P.A.  
Holiday Card Contest

Congratulations to three of our Davies students who were chosen as part of the Cooper Levenson Holiday Card Art Contest winners!

Tayla Leap (8<sup>th</sup> Grade)  
Paige Aiken (8<sup>th</sup> Grade)  
Makayla Duffy (8<sup>th</sup> Grade)

(L)    Presentation:

PRIDE  
Given by: Amy Gold, HTEA President  
and Jayne Carmen, PRIDE Chairperson

(M)    Presentation:

Mental Health Initiative Update  
Given by: Marylynn Stecher, Supervisor of Child Study Team and Special Education;  
Jeff Wellington, Supervisor of Special Projects and  
Dana Kozak, Supervisor of Instruction for Special Education

(N)    Presentation:

Board Recognition Month  
A special presentation from a representative of each school was given to the Board Members in honor of their service.

Mrs. LoPresto recognized Alora Smith as the winner of the Hess School Logo Contest. This contest was held to choose a logo to be used for the Hess School 25<sup>th</sup> Anniversary.

## **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 Michael Draper & Laura Aleszczyk to provide professional

development to staff on 1/24/18 at the hourly rate of \$31.15 (1.5 hours each). This rate is the identified rate for Curriculum Development in the 2016 – 2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association. This is funded through local fund.

2. To approve local and grant funded extra-curricular activities and staff stipends for the 2017-2018 school year, as per attachment Instruction-2.
3. To approve Regulation #5440 – Honoring Pupil Achievement on second reading.
4. To approve Policy #5430 – Class Rank on second reading.
5. To approve Regulation #2464 – Gifted and Talented Pupils on second reading.

Roll Call Vote: All in favor #1 and #2: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (9-0-0)

Eight in favor #3, #4 and #5: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. Abstain: Mrs. Francis (8-0-1)

#### **FINANCE COMMITTEE - Chairperson: Mrs. Barr**

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

#3 and #9 have been included for informational purposes.

1. Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the months of November and December, 2017. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the months of November and December, 2017, as

per attachment Finance-1.

2. Board Secretary's Report for the period ending November 30, 2017. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of November 30, 2017 and December 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.
3. Interest Income for the months of November and December, 2017, as per attachment Finance-3.
4. Receipts for the months of November and December, 2017, as per attachment Finance-4.
5. Refunds for the months of November and December, 2017, as per attachment Finance-5.
6. Capital Reserve Interest for the months of November and December, 2017, as per attachment Finance-6.
7. Rental Income for the months of November and December, 2017, as per attachment Finance-7.
8. Miscellaneous Revenue for the months of November and December, 2017, as per attachment Finance-8.
9. The monthly Budget Summary Report for November and December, 2017, has been filed by the Board Secretary with the Hamilton Township Board of Education, as per attachment Finance-9.
10. To approve budget transfers in the amount of \$73,032.00, as per attachment Finance-10.

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:

#12 has been included for informational purposes.

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 \$1,321,631.83 as per attachment Finance-12.
13. To approve the following bills and payroll in the total amount of \$5,379,876.85, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$16,070.00
10	General Fund/Payroll	224,434.64
11	Current Expense	2,210,808.05
11	Current Expense/Payroll	2,330,845.92
12	Capital Outlay	92,767.98
12	Capital Outlay/Payroll	115,213.81
20	Special Revenue	54,450.00
20	Special Revenue/Payroll	255,285.24
50	Cafeteria	47,214.35
50	Kids' Corner	11,457.68
50	Camp Blue Star	21,329.18

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 an Agreement between the Township of Hamilton and the Hamilton Township Board of Education for the purchase of bulk road salt for a two month period, March 1, 2018 through April 30, 2018, as per attachment Finance-15.
16. To approve the FY2018 Revised ESEA Application to include FY2017 Carryover funds and FY2018 transfers and revisions to date in the following amounts, as per attachment Finance-16:

<u>Title</u>	<u>Original Funds</u>	<u>Carryover</u>	<u>Total</u>
Title-I	\$542,377	\$4,179	\$546,556
Title IIA	84,307	0	84,307
Title III	15,966	748	16,714
Title III-Immigrant	19,640	475	2,439
Title IV	<u>25,000</u>	<u>0</u>	<u>25,000</u>
Total:	\$669,614	\$5,402	\$675,016

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)

Mr. Vogel noted the Travel Approval attachment in which Kelly Petrucci and Tara Sutton will be attending the 2018 Reading Recovery Conference in Columbus, Ohio. The two teachers raised \$1970 to reduce the district cost for this conference through a Go Fund Me page.

**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 2017-

2018 school year, as per attachment  
Administration-3.

4. To approve an unpaid leave of absence for Heather McGinty, Shaner School PIRT Specialist for the period January 25, 2018 through January 29, 2018, as per attachment Administration-4.
5. To approve an unpaid leave of absence for Denise Haithcock-Washington, Hess School part-time Paraprofessional for January 2, 2018.

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)

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

6. To accept a resignation notice from Denise Haithcock-Washington, Hess School part-time Paraprofessional effective January 2, 2018, as per attachment Administration-6.
7. To accept a retirement notice from Sherry Prior, Hess School Paraprofessional effective June 30, 2018, as per attachment Administration-7.
8. To approve a medical leave of absence for Kristine Ellison, Davies Administrative Secretary. Mrs. Ellison is requesting to use her accumulated sick and vacation days and a Federal Family Medical Leave of Absence from January 31, 2018 through April 30, 2018 with a return to work date TBD, as per attachment Administration-8.
9. To approve an unpaid leave of absence for Wendi Marco, Shaner School teacher for February 16, 2018, as per attachment Administration-9.
10. To approve an increase in hours for Pre-K

Grant Paraprofessionals with position control #s 24.01.00 BNR and 24.01.00 BND from 25 hours/week to 29 hours/week.

11. To approve an increase in hours for Cinthya Castillo, Shaner School Paraprofessional under the Pre-K Grant from 25 hours/week to 29 hours/week, Paraprofessional Guide, Step 1, with a total annual salary of \$16,940.00, pro-rated, effective January 24, 2018.

12. To approve a revised NJ Family Leave of Absence start date for Christian Chin, Hess School teacher from January 2, 2018 to January 9, 2018.

Previously approved on November 21, 2017.

13. To approve an unpaid leave of absence for Karen DeFeo, Davies full-time Paraprofessional from March 28, 2018 through the end of the school year

14. Josephine Bellina as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional, Paraprofessional Guide, Step 1, for the period January 24, 2018 through June 30, 2018 with a total annual salary of \$16,940.00, pro-rated, as per attachment Administration-14.

Ms. Bellina is a replacement for Rebecca McCourt.

15. To approve Rebekah Mannix as a part-time, 10 month, 29 hours/week Hess School Paraprofessional, Paraprofessional Guide, Step 1, for the period January 24, 2018 through June 30, 2018 with a total annual salary of \$16,940.00, pro-rated, as per attachment Administration-15.

Ms. Mannix is a replacement for Barbara Hensyl.

16. To approve Anjali Singh as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional, Paraprofessional Guide, Step 1, for the period January 24, 2018 through June 30, 2018 with a total annual salary of \$16,940.00, pro-rated, as per attachment Administration-16.

Ms. Singh is a replacement for Josephine Bellina.

17. To approve an unpaid leave of absence for Art Faden, S.R.A.O. for the period January 16, 2018 through January 18, 2018.

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)

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

18. To approve the 6-month health waiver payment for the 2017-2018 school year for Anne-Marie Fala, School Business Administrator in the amount of \$2,500.00.
19. To approve the creation of a Technology Coordinator position for the 2017-2018 school year with position 34 control 23.09 BOC.

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)

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

20. To approve Lewis Improtta as a full-time Technology Coordinator for the 2017-2018 school year effective January 29, 2018, with a total annual salary of \$82,500.00, pro-rated, as per attachment Administration-20.

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

21. To approve Anthony Poretto as a full-time Technology Coordinator for the 2017-2018 school year effective January 29, 2018 with a total annual salary of \$83,000.00, pro-rated including \$500.00 longevity, as per attachment Administration-21.

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

Mr. Aiken gave a brief report on the process of choosing an ESCO through an RFP for the ESIP Program.

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Hassa reported that there was a grievance brought to the Board of Education regarding staff break times which was sent back to the Negotiations Committee for further discussion. The discussion has taken place with the HTEA and the Board of Education and they have come to an

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agreement which will be written up. Once the Memorandum of Agreement is written, it will be voted on by the Board of Education.

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

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

Voice Vote: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 8:15 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary