

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON OCTOBER 18, 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 6:15 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. Nancy Barr, Ms. Margaret Erickson (arrived 6:30 p.m.), Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye, Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: Mr. Ciambrone and Mr. Higbee

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
- Personnel
- Student Confidential Matter

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.

The Board entered into executive session at 6:16 p.m.

The Board resumed the regular session of the meeting at 7:25 p.m.

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**

1. Motion by Mr. Aiken, seconded by Mrs. Hassa to approve the regular minutes of the meeting of September 10, 2018, as per attachment Minutes-1.

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

Motion by Mr. Aiken, seconded by Mrs. Hassa to approve the executive session minutes of the meeting of September 10, 2018, as per attachment Minutes-1.

Roll Call Vote: All in favor: Mrs. Barr, Mrs. Francis, Mrs. Hassa, , Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstain: Ms. Erickson (6-0-1)

*Presentation:*

Partnership for Productive Youth  
(Attachment XI-F)  
*Given by:* Sgt. Nicole Nelson  
Hamilton Township Police Department

Motion by Mr. Aiken, seconded by Mrs. Kupp to accept an anonymous donation of technology equipment for the Partnership for Productive Youth Program.

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

*Presentation:*

Spring 2018 PARCC Outcomes  
*Given by:* Roxann Bryant  
Interim Director of Curriculum and Instruction

**CORRESPONDENCE**

1. Mr. Vogel noted the final OFAC (Office of Fiscal Accountability and Compliance) letter has been received. Mrs. Fala gave a brief synopsis of the audit. She then introduced Carol Ross from Ford Scott & Associates who gave a brief overview of the findings. (Correspondence-1)
2. Use of Facilities Letter – A letter was received from Captain Sean O'Brien from the United States Coast Guard. He is stationed in the Middle East and is requesting the Board review how gym time is utilized, specifically basketball. This letter will be sent to committee and discussed further (Correspondence-2).

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mrs. Hassa attended her first State Task Force Meeting for the School Board Association for Mental Health and School Safety. She felt the members of this task force are moving in a positive direction. They are a very dedicated group.

Mrs. Kupp thanked the Mays Landing Fire Department and the teachers who helped with the Books in Our Backyard project recently held. She also thanked the Hamilton Township Police Department for the positive involvement they have had with the children in the community.

Mrs. Hassa asked for prayers for the student at Oakcrest who has been diagnosed with leukemia.

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Mr. Aiken thanked all who participated in the Margaret Stringer Run. He also thanked the Board members who attended the Atlantic County Meeting recently held.

He reminded everyone of the PTA Trunk or Treat which will take place on October 27 at the Hess School. Meet the Candidates Night will be held on October 29, 2018 beginning at 7:00 p.m. at the William Davies Middle School. The New Jersey School Board Workshop will be held from October 22 through 25 in Atlantic City.

Mr. Aiken gave a “shout out” to the Fall sports teams who supported the “pink out” for breast cancer awareness month.

He reminded the Board that the November meeting will be held on November 29 and not the 28 as previously advertised.

### **SUPERINTENDENT/STAFF REPORTS**

Mr. Vogel thanked everyone who played a part in the Referendum which passed on October 2. The District will be meeting with the architect to discuss moving on with the projects.

#### **(A) Information Items**

##### **1. Dates to Remember**

- a. November 8-9 – NJEA Convention – Schools Closed
- b. November 22-23 – Thanksgiving – Schools Closed
- c. November 29, 2018 – Board of Education Meeting – 6:00 p.m. (Executive Session) 7:00 p.m. (Regular Session)
- d. December 17, 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 September, 2018, as per attachment XI-B.**

#### **(C) Enrollment for the month of September, 2018, as per attachment XI-C.**

#### **(D) Student Discipline Report for the month of September, 2018, as per attachment XI-D**

#### **(E) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-E.**

### **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 Nursing Services Plan for the 2018-2019 school year.
2. To approve staff members to complete Curriculum Instruction & Program Development relative to their SGOs at the rate of \$31.15/hour, at the number of hours indicated. 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 funds (attachment Instruction-2).

*Note this: all staff were given the equivalent of 2 hours on the 10/4 or 10/5 professional development days. These staff members participated in a math pilot PD session that prohibited them from a full 2 hours of SGO development time.*

3. To approve local and grant funded extra-curricular activities and staff stipends for the 2018-2019 school year, as per attachment Instruction-3.
4. To approve the Hamilton Township School District's revised English Language Learner Curriculum for Grades K-8 that represents a synthesis of the relationship to the 2014 New Jersey Student Learning Standards (NJSLs) for English Language Arts, Mathematics, Science & Social Studies and the 2012 Edition of the World-Class Instructional Design and Assessment (WIDA) English Language Development Standards (ELDS) (note: curricula born date September 4, 2012, as per attachment Instruction-4).
5. To approve the revised Hamilton Township School District World Languages Curriculum for Grades K-8 that is aligned to the New Jersey Student Learning Standards (NJSLs) adopted by the State Board on July 9, 2014

(note: curricula born date October 13, 2015), as per attachment Instruction-5.

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

Item #6 was withdrawn from the agenda.

**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 August, 2018. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of August, 2018, as per attachment Finance-1.
2. To approve the Board Secretary's Report for the period ending August 31, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of August 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, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (7-0-0)

The following items are included for information.

3. Interest Income for the month of August, 2018, as per attachment Finance-3

4. Receipts for the month of August, 2018, as per attachment Finance-4.
5. Refunds for the month of August, 2018, as per attachment Finance-5.
6. Capital Reserve Interest for the month of August, 2018, as per attachment Finance-6.
7. Rental Income for the month of August, 2018, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of August, 2018, as per attachment Finance-8.
9. The monthly Budget Summary Report for the month of August, 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:

10. To approve budget transfers in the amount of \$1,589,344.73, 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.

The following item is included for information.

12. Purchase orders issued for services, supplies and equipment in the amount of \$4,834,544.29, as per attachment Finance-12.
13. To approve the following bills and payroll in the total amount of \$4,258,489.20, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$16,304.40
10	General Fund – Payroll	220,812.53
11	Current Expense	1,160,423.48
11	Current Expense - Payroll	2,428,640.60
20	Special Revenue	112,074.58
20	Special Revenue – Payroll	157,715.81
50	Cafeteria	130,708.65
50	Kid's Corner	15,781.63
50	Camp Blue Star	16,027.52

14. To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2018-2019 school year, as per attachment Finance -14.
15. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and Atlantic County Special Services School District (receiving District) for a personal aide for one student for the 2018-2019 school year at a cost of \$42,840.00 and an additional \$575.00/week for the ESY program.
16. To accept a Model Classroom Grant from Ocean First Bank in the amount of \$10,000.00.
17. To accept a \$500.00 Amazon Gift Card from Ocean First Bank to be used at the Davies School.

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

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

18. To approve DCO Energy as the District's Energy Services Company (ESCO) and to approve entering a contract with continued attorney review.

Jeff Norton from DCO Energy answered a few



questions for the Board regarding the ESIP Program.

19. To approve Resolution for the sale of Bonds for Referendum, as per attachment Finance-19.
20. To approve the 2019-2020 Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet (form M-1), indicating the required level in the 2019-2020 Budget, as per attachment Finance-20.
21. To approve an Agreement between the Hamilton Township School District and Davis Holland Learning Center, as per attachment Finance-21.
- 22.. To approve two Contracts for Reading Recovery teachers for the 2018-2019 school year between the Atlantic City School District and the Hamilton Township School District at a cost of \$900.00 each, as per attachment Finance-22.

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

**Administration Committee (Personnel and Discipline):**  
**Chairperson: Mrs. Kupp**

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

1. To approve district substitutes for the 2018-2019 school year, as per attachment Administration -1.
2. To approve homebound instruction for the 2018-2019 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 rescind an offer of employment for Alexandra Gould, Shaner School part time Paraprofessional.

Ms. Gould was previously approved on September 20, 2018.

5. To approve an unpaid NJ Family Leave of Absence for Michael Flanagan, Hess School teacher from January 2, 2019 through February 13, 2019 with a return to work date of February 14, 2019, as per attachment Administration-5.
6. To approve an unpaid leave of absence for the following employees for the 2018-2019 school year:
  - Judyth Dunleavey – Hess SRAO – October 9-12, 2018
  - Janelle Nicoletti – PT Hess Paraprofessional – September 24-26, 2018
  - Daniel Bryz-Gornia – Hess Guidance – November 6-7, 2018 and April 8-10, 2019
7. To revise the last day of employment for the following employees:
  - Beth Steinen – Davies Teacher – October 4, 2018
  - Lisa Tripician – Shaner Teacher – October 12, 2018
8. To approve Kristen Bowen as a full-time, 10 month, Shaner School teacher for the period October 19, 2018 through June 30, 2019, B.A.+15, Step 1, with a total annual salary of \$53,026.00, pro-rated (attachment Administration-8).

Ms. Bowen is a replacement for Lisa Tripician.

9. To accept a resignation notice from Art

Faden, Shaner School SRAO dated September 27, 2018 with his last date of employment to be October 26, 2018, as per attachment Administration-9.

10. To approve Colleen Bowden as a part-time, 10 month, 29 hours/week Hess School Lifeguard for the 2018-2019 school year, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, with a start date to be determined, as per attachment Administration-10.

Roll Call Vote: All in favor #1 & #3 through 10: Mrs. Barr, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (7-0-0)

Six in favor #2: Mrs. Barr, Ms. Erickson, Mrs. Francis, Mr. Haye, Mrs. Kupp, and Mr. Aiken.  
Abstain: Mrs. Hassa (6-0-1)

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

11. To approve a new position for a Special Education Teacher in the Davies School for the 2018-2019 school year (20.03.30 BPB).
12. To accept a retirement notice from Eileen O'Sullivan, Hess School Paraprofessional effective December 31, 2018, as per attachment Administration-12.
13. To accept a resignation notice from Stephanie Wroniuk, Davies School Vice Principal dated October 1, 2018 with her last day of employment to be October 12, 2018, as per attachment Administration-13.
14. To approve an unpaid intermittent NJ Family Leave of Absence for Donna Lee Stickle, Davies School teacher for the 2018-2019 school year effective October 1, 2018, as per attachment Administration-14.

15. To approve a resignation notice from John Weinstein, Hess Food Service worker dated October 2, 2018 with his last day of employment to be October 12, 2018, as per attachment Administration-15.
16. To approve a Maternity Leave of Absence for Brynn Sissman, Hess School Psychologist. Mrs. Sissman is requesting to use 14 sick days from January 25, 2019 through February 13, 2019, Federal Family Medical Leave from February 14, 2019 through March 15, 2019, and NJ Family Leave from March 18, 2019 through the end of the school year with a return to work day of July 1, 2019, as per attachment Administration-16.
17. To change the start dates of employment for the following employees:
  - Lema Nadar – Shaner part-time Para – 10/1/18
  - Katherina Contino – Hess part-time Para – 10-10-18

Previously approved on September 20, 2018.

18. To approve a Maternity Leave of Absence for Adetokunbo Ajayi, District Behavior Analyst. Ms. Ajayi is requesting to use 7 sick days from January 22, 2019 through January 30, 2019 and NJ Family Leave from January 31, 2019 through April 30, 2019 with a return to work date of May 1, 2019, as per attachment Administration-18.
19. To approve an unpaid Federal Family Medical Leave for Eva Christenson, Hess School part-time Paraprofessional from October 15, 2018 through December 3, 2019 with a return to work date to be determined, as per attachment Administration-19.
20. To approve Michael Bordonara, as a part-time, 10 months +10 days (195 days), 20 hours/week District Attendance Officer at a rate of \$24.00/hour with a start date to be

determined, as per attachment  
Administration-20.

21. To approve Andrea Harley as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the period November 5, 2018 through June 30, 2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, as per attachment Administration-21.

Ms. Harley is a replacement for Gina Kucharski.

22. To approve Michael Corrado as a part-time, 10 month Shaner School, School Resource Attendance Officer (SRAO) for the period December 3, 2018 through June 30, 2019, SRAO Guide, Step 1, with a total annual salary of \$36,700.00, pro-rated, as per attachment Administration-22.

Mr. Corrado is a replacement for Arthur Faden.

23. To approve a Medical Leave of Absence for Kelly Graham, Shaner School teacher. Mrs. Graham is requesting to use sick days from December 20, 2018 through January 4, 2019, April 1, 2019 through April 5, 2019 and Federal Family Medical Leave from January 6, 2019 through March 29, 2019 with a return to work date of April 8, 2019, as per attachment Administration-23.

24. To approve Meghan Hooper-Jackson, Davies School teacher as the Health and Wellness Program Chairperson for the 2018-2019 school year.

25. To approve Tina Bannon as a full-time, 10 month, Davies School Nurse for the period October 29, 2018 through June 30, 2019, B.A., Step 7, with a total annual salary of

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\$53,710.00, pro-rated, as per attachment  
Administration-25.

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

**OPERATIONS COMMITTEE (Facilities and Transportation):**  
**Chairperson: Mr. Ciambrone**

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

1. To approve the 2018-2019 Hamilton Township School District's Emergency Management Plan.

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

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

- Mr. Goldstein noted the passing of the Referendum on October
- 2.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

None

**EXECUTIVE SESSION:**

Motion by Mr. Aiken, seconded by Mrs. Barr, to enter into Executive session.

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

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:

### Contracts

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 40 minutes.

The Board entered into Executive session at 8:50 p.m.

Mr. Haye left the meeting at 9:05 p.m.

The Board resumed the Regular session at 9:34 p.m.

### **ADJOURNMENT**

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

Voice Vote: All in favor: (6-0-0)

The Hamilton Township Board of Education meeting adjourned at 9:35 p.m.

Anne-Marie Fala  
School Business Administrator/Board Secretary