

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON DECEMBER 17, 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**

ROLL CALL

The following members answered roll call: Mrs. Nancy Barr, Mr. Ciambrone, Ms. Margaret Erickson, Mrs. Amelia Francis, Mrs. Amy Hassa (arrived 6:42 p.m.), Mr. James Higbee, Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: Mr. Derek Haye

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 Mr. Higbee, to enter into executive session.
Voice Vote: 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:

- HIB
- Personnel
- Residency

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 6:31 p.m.

Mrs. Hassa entered the meeting at 6:42 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. Kupp, to approve the regular and executive session minutes of the meeting of November 29, 2018, as per attachment Minutes-1.

Roll Call Vote: All in favor regular session: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.

Eight in favor executive session: Mrs. Barr, Mr. Ciambone, Mrs. Francis, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
Abstain: Ms. Erickson (7-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Kupp thanked the staff who participated in Books in Your Backyard recently held at the Atlantic County Library.

Mrs. Kupp noted that the Hess Holiday Concert was phenomenal. She also thanked the staff involved in the PreK Advisory Council.

Mrs. Francis attended the Internet Safety Workshop and said it was very informative. She thanked the people involved in organizing this event.

Mrs. Hassa complimented the students and staff involved in the Davies Holiday Concert. Mr. Ciambone and Mr. Aiken added their comments as well.

Mr. Aiken recognized the three Davies students who were selected for the 2019 South Jersey Junior Honors Chorus.

Mrs. Hassa congratulated the PTA for recently being honored by the County for the 2019 Friends of Education award.

Mr. Aiken thanked Jane Carmen and Dorothy Schoenstein for organizing the committee to select the Educator of the Year recipients.

He wished everyone a Merry Christmas and Happy New Year.

Presentation:

Holiday Card Contest Presentation
Given by: Representative from the
Cooper Levenson Law Firm

Congratulations to Samantha McDow, a Davies student who was chosen as one of the winners of the Cooper Levenson Holiday Card Art contest.

Superintendent/Staff Reports

Mr. Vogel noted the handouts for the Board members regarding free computer classes which will be offered to senior citizens. These classes will be available in March and will be provided in the district.

He also noted the \$100 grant awarded to the Hess Educational Complex for the video they produced in the contest recently held by Atlanticare. The Hess School was honored as

Mays Landing, NJ
December 17, 2018

runner-up in this contest.

Mr. Vogel recognized the students who were recognized in the Atlantic City Press as All Star Players for Field Hockey. Two of the students named were alumni of the Davies School.

(A) Information Items

1. Dates to Remember

- a. December 24-31, 2018 – Schools Closed Winter Break
- b. January 1, 2019 – Schools Closed – New Year's Day
- d. January 7, 2019 – Board of Education Reorganization Meeting – Davies School – 6:00 p.m.

(B) Registration/Transfer Statistics for the Month of November, 2018, as per attachment XI-B.

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

(D) Harassment, Intimidation and Bullying Incident Log, as per attachment XI-D.

(E) Student Discipline Reports for the month of November, 2018, as per attachment XI-E.

(F) 🎵 Holiday Concerts:

- Wednesday, December 19, 2018 – All Choir Members perform at Hamilton Mall – 6:00 p.m.
- Thursday, December 20, 2018 – 8th Grade Choir perform live on WFPG Radio – 8:00 a.m.

COMMITTEES AND RECOMMENDATIONS

A. Instruction Committee (Curriculum and Policy):

Chairperson: Ms. Erickson

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

1. To approve payment to Laura Aleszczyk and Jessica Ward for providing Behavior Redirection Strategies Professional Development to Hess staff at the rate of \$26.00/hour for 1.5 hours presenting and at the rate of \$31.15/hour for 1 hour preparation, as indicated in the 2016-2020 Agreement between the Hamilton Township

Board of Education and the Hamilton
Township Education Association.

2. To approve Regulation #2624 – Grading System on second reading with changes, as per attachment Instruction-2.

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

FINANCE COMMITTEE - Chairperson: Mrs. Barr

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

Item #3 through #9 are included for information, as well as #12.

1. To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of October, 2018. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of October 31, 2018, as per attachment Finance-1.
2. To approve the Board Secretary's Report for the period ending October 30, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of October 30, 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.
3. Interest Income for the month of October, 2018, as per attachment Finance-3.
4. Receipts for the month of October, 2018, as per

attachment Finance-4.

5. Refunds for the month of October, 2018, as per attachment Finance-5.
6. Capital Reserve Interest for the month of October, 2018, as per attachment Finance-6.
7. Rental Income for the month of October, 2018, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of October, 2018, as per attachment Finance-8.
9. The monthly Budget Summary Report for the month of October, 2018, 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 \$653,592.23, 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.
12. Purchase orders issued for services, supplies and equipment in the amount of \$883,995.21, as per attachment Finance-12.
13. To approve the following bills and payroll in the total amount of \$3,396,080.07, as per attachment Finance-13:

| <u>Fund</u> | <u>Title</u> | <u>Amount</u> |
|-------------|-------------------------|---------------|
| 10 | General Fund | \$18,783.00 |
| 10 | General Fund/Payroll | 224,624.15 |
| 11 | Current Expense | 385,731.75 |
| 11 | Current Expense/Payroll | 2,472,805.19 |
| 20 | Special Revenue | 107,933.88 |

| | | |
|----|-------------------------|------------|
| 20 | Special Revenue/Payroll | 150,424.28 |
| 50 | Kids' Corner | 26,373.66 |
| 50 | Community Education | 6,934.16 |
| 50 | Camp Blue Star | 2,470.00 |

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

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

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 the disposal of Davies reference books that are no longer of use to the district, as per attachment Finance-15.
16. To accept funds from AtlantiCare Healthy Schools in the amount of \$100.00 for the Hess School placing as Runners Up in their participation in the 2018 Winter Wellness Video Contest.
17. To approve a Contract with Allied Solutions Services (ads-s) for two (2) copiers at a cost of \$1,176.99 a month for 36 months, as per attachment Finance-17.
18. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Absecon Board of Education (receiving District), for a McKinney Vento student for the period September 6, 2018 through November 22, 2018 (52 days) for a total of \$12,580.00, pro-rated.
19. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and the Absecon Board of Education (receiving District), for a McKinney Vento student for the period September 6,

2018 through November 22, 2018 (52 days) for a total of \$10,856.00, pro-rated.

20. To approve an Interlocal Services Agreement with the Township of Hamilton for waste hauling services for the period of January 1, 2019 through December 31, 2019 at a monthly cost of \$2,211.00, not to exceed a total cost of \$26,532.00, as per attachment Finance-20.
21. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Somers Point Board of Education (sending District), for one multiply disabled foster student for the 2017-2018 school year at a total cost of \$42,624.00.
22. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Somers Point Board of Education (sending District), for one multiply disabled foster student for the 2018-2019 school year at a total cost of \$34,275.00.
23. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Somers Point Board of Education (sending District), for one foster student for the 2017-2018 school year at a total cost of \$11,997.00.
24. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Somers Point Board of Education (sending District), for one foster student for the 2018-2019 school year at a total cost of \$11,946.00.
25. To approve an Agreement between the Hamilton Township School District and Preferred Home Health Care and Nursing Services, Inc. to provide substitute nursing services to the district for the 2018-2019 school year on an as needed basis, as per attachment Finance-25.

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

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 accept a retirement notice from Nancy Amatuzio, Davies School Paraprofessional dated November 26, 2018 with her last day of employment to be June 30, 2019, as per attachment Administration-3.
4. To accept a Resignation notice from Miosoti Espinal-Waller, Shaner School Paraprofessional effective November 30, 2018 with her last day of employment to be December 21, 2018, as per attachment Administration-4.
5. To approve the start dates for the following employees:
 - Eymis Feliz-Mendez – Shaner School part-time Paraprofessional – December 10, 2018
 - Eymis Mendez-Paulino – Hess School part-time Paraprofessional – December 10, 2018
 - Meghan Guerrieri – Shaner School part-time Paraprofessional – December 17, 2018
6. To approve Alicia Champion as a full-time, 10

month, Shaner School teacher for the period January 28, 2019 through June 30, 2019, B.A., Step 1, with a total annual salary of \$51,910.00, pro-rated, as per attachment Administration-6.

Ms. Champion is a permanent replacement for Mitzi Tolson who has retired.

7. To approve the following mentors for the 2018-2019 school year:
 - Deborah Donio for Alicia Champion, Shaner School teacher
 - Kathleen Marandino for Kathleen McWilliams-Ward – Davies School teacher
8. To revise the hourly rate of the family workers for the Pre-School Expansion Grant from \$49.00/hour to \$49.60/hour for Ann Bucknam and Andrea Russomanno.

Previously approved on November 29, 2018.
9. To approve Kelle Venturi to do transition days in December with Amanda Stanco, not to exceed 4 days, at the rate of \$286.63 per diem based on the guide and step she was hired at.
10. To approve Leanna Petrillo to do transition days in December with Julie Morris, not to exceed 4 days, at the rate of \$185.36 per diem based on the guide and step she was hired at, less her per diem rate as a part-time Paraprofessional.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Higbee, Mrs. Kupp, and Mr. Aiken.
(8-0-0)

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

11. To approve two Rutger's students to complete their 60 hour nursing clinical beginning in January, 2019 as follows:
 - Pamela Karol at the Shaner School
 - Shannon Stonnell at the Davies School
12. To approve an unpaid leave of absence for the following employee:

Gina Boesz-Johnson – Hess part-time
Paraprofessional – January 17-18, 2019
13. To approve the following building transfer
 - Meghan Guerrieri, part-time
Paraprofessional from Shaner to Hess
 - Michele DiCarlo – full-time Custodian
from Hess to Shaner
 - Harry Maxwell – part-time Custodian
from Shaner to Hess
14. To approve a fieldwork placement for the 2018-2019 school year, as per attachment Administration-14.
15. To approve a revised maternity leave of absence for Brynn Sissman, Hess School Psychologist. Mrs. Sissman is requesting to use sick time from January 2, 2019 through January 22, 2019, Federal Family Medical Leave of Absence from January 23, 2019 through March 15, 2019 and New Jersey Family Leave from March 18, 2019 to the end of the school year with a return to work date of July 1, 2019, as per attachment Administration-15.

Previously approved on October 18, 2018.
16. To approve an intermittent unpaid New Jersey Family Leave of absence for Tracey Mangold, Davies School Secretary for the 2018-2019 school year, as per attachment Administration-16.

17. To approve a maternity leave of absence for Vanessa DeCesari, District Physical Therapist. Mrs. DeCesari is requesting to use sick time from March 11, 2019 through April 5, 2019 and NJ Family Leave from April 8, 2019 to the end of the school year with a return to work date of June 20, 2019, as per attachment Administration-17.
18. To approve new positions and position control numbers for part-time SPED Paraprofessional positions at Shaner as follows:
 - 24.01.01 BPD – Grade K-2 Self Contained Paraprofessional
 - 24.01.03 BPC – Grade 1 LRC Paraprofessional
19. To rescind the offer of employment for Anne-Catherine Lenahan, Hess School Paraprofessional.

Mrs. Lenahan was previously approved on November 29, 2018.
20. This item was removed from agenda.
21. To approve Amanda Kane as a Physical Therapist substitute for the 2018-2019 school year at the rate of \$305.08/per diem.

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

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

Motion by Mr. Ciambrone, seconded by Ms. Erickson, to approve the following motion, as presented:

1. To approve club/activity trips for the 2018-2019 school year, as per attachment Operations-1.

Mays Landing, NJ
December 17, 2018

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

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

2. To approve a lease purchase through Hillyard for maintenance equipment at a total cost of \$54,557.52 with the first month payment in the amount of \$1,665.49 and 36 monthly payments in the amount of \$1,515.49, as per attachment Operations-2.

- two ride-on auto scrubbers, and
- two walk-behind burnishers

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

Mr. Vogel discussed the upcoming construction projects and the disruption to summer programs that will occur.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mr. Aiken reminded the Board that Maryann Friedman from NJSBA instructed the Board on making a statement to the public prior to action items being added to the agenda. These changes will be made on future agendas.

NEW BUSINESS

None

PUBLIC COMMENTS

None

Mays Landing, NJ
December 17, 2018

ADJOURNMENT

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

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

The Hamilton Township Board of Education meeting adjourned at 8:05 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary