

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
HELD ON SEPTEMBER 20, 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 6:50 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 (arrived 7:04 p.m.), Ms. Margaret Erickson (arrived 7:06 p.m.), Mrs. Amelia Francis, Mrs. Amy Hassa, Mr. Derek Haye, Mrs. Barbara Kupp, and Mr. Eric Aiken.

Absent: Mr. Higbee

Also Present: Mr. Frank Vogel, Superintendent
Mrs. Anne-Marie Fala, School Business Administrator/Board Secretary
Mr. Raymond Went, Esquire
Mr. Eric Goldstein, Solicitor (arrived 7:13 p.m.)

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:

- Personnel Matters

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 10 minutes.

The Board entered into executive session at 6:51 p.m.

The Board resumed the regular session of the meeting at 7:00 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 and executive session minutes of the meeting of August 16, 2018, as per attachment Minutes-1.

Roll Call Vote: Mrs. Barr, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstain: Mr. Ciambrone (7-0-1)

2. Motion by Mr. Aiken, seconded by Mrs. Hassa, to approve the regular session minutes of the meeting of August 27, 2018, as per attachment Minutes-2.

Roll Call Vote: Mrs. Barr, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. Abstain: Mr. Ciambrone (7-0-1)

CORRESPONDENCE

None

PUBLIC COMMENTS

None

BOARD MEMBER COMMENTS

Mrs. Kupp encouraged everyone to support the 5K Splash Run in honor of Margaret Stringer which will be held on September 22, 2018. Scholarships are awarded at the end of the year with the proceeds from this event.

Mrs. Hassa welcomed everyone back to the new school year. She is excited to start the new year with the many new initiatives and new ideas.

Mr. Aiken also commented on the 5K Splash Run. He gave information regarding the registration process. He also reminded the Board about the Atlantic County Meeting on October 1 at Atlantic City Country Club.

Mr. Aiken encouraged everyone to support the school in the referendum on October 2. He welcomed everyone back to the new school year. Surveys have been reviewed and action plans have been made for the new year.

Mr. Vogel also encouraged everyone to vote on Tuesday, October 2 on the referendum. All of the information pertaining to the referendum is available on the district's website.

SUPERINTENDENT/STAFF REPORTS

Mr. Goldstein entered the meeting at 7:13 p.m. Mr. Went exited.

(A) Information Items

1. Dates to Remember

- a. October 4, 2018 – Staff PD (early dismissal district wide)
- b. October 5, 2018 – Schools closed for students (Staff PD)
- c. October 8, 2018 – Schools Closed – Columbus Day
- d. October 18, 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 August, 2018, as per attachment XI-B.

(C) Davies Back to School Nights – 6:00 p.m. to 8:00 p.m.

- September 25, 2018 – Grade 6
- September 26, 2018 – Grades 7 & 8

(D) *Presentation:*

School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights
Act Statement of Assurances

Given by: Russell Clark, HIB Coordinator

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 Policy and Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities on second reading.
2. To approve to pay staff members for providing Professional Development at the rate of \$26.00/hour for presenting and \$31.15/hour for preparation, as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education Association, as per attachment Instruction-2.
3. To approve local and grant funded extra-curricular activities and staff stipends for the 2018-2019 school year, as per see attachment Instruction-3.
4. To approve payment of staff members to be paid for facilitating the Strengthening Families Program. This is funded through ESSA Title IV, as per attachment Instruction-4.
5. To approve Ed Aleszczyk to be paid for providing CPR/AED Professional Development to staff as needed at the rate of \$26.00/hour for presenting and \$31.15/hour for preparation, as indicated in the 2016-2020 Agreement between the Hamilton Township Board of Education and the Hamilton Township Education

Association.

Roll Call Vote: All in favor #1, #2, #4 and #5:
Mrs. Barr, Mr. Ciambrone, Ms. Erickson,
Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs.
Kupp, and Mr. Aiken. (8-0-0)

Seven in favor #3: Mrs. Barr, Ms. Erickson,
Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs.
Kupp, and Mr. Aiken. Abstained: Mr.
Ciambrone (7-0-1)

FINANCE COMMITTEE - Chairperson: Mrs. Barr

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

1. To approve Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of July, 2018. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of July, 2018, as per attachment Finance-1.
2. To approve Board Secretary's Report for the period ending July 31, 2018. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of July 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 favoe: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, Mrs. Kupp, and Mr. Aiken. (8-0-0)

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

Item #3 through Item #9 and #12 are included for information.

3. Interest Income for the month of July, 2018, as per attachment Finance-3
4. Receipts for the month of July, 2018, as per attachment Finance-4.
5. Refunds for the month of July, 2018, as per attachment Finance-5.
6. Capital Reserve Interest for the month of July, 2018, as per attachment Finance-6.
7. Rental Income for the month of July, 2018, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of July, 2018, as per attachment Finance-8.
9. The monthly Budget Summary Report for the month of July, 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 \$99,885.20, 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 \$1,474,284.77, as per attachment Finance-12.

13. To approve the following bills and payroll in the total amount of \$406,363.70, as per attachment Finance-13:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$14,438.00
11	Current Expense	361,648.00
20	Special Revenue	4,490.51
50	Cafeteria	25,787.19

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, 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 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, plus an additional \$575.00 per week for the Extended School Year Program (ESY).
16. To approve participation in the Atlantic County Audio-Visual Aids Commission for the 2018-2019 School Year at a total cost of \$3,012.00, as per attachment Finance-16.
17. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Lindenwold Board of Education (sending District) for one foster student for the 2018-2019 school year for the period September 6, 2018 through June 30, 2019 for a total cost of \$12,309.00.

18. To approve a Tuition Contract between the Hamilton Township Board of Education (receiving District) and Lindenwold Board of Education (sending District) for one foster student for the 2018-2019 school year for the period September 6, 2018 through June 30, 2019 for a total cost of \$11,946.00.
19. To approve a Tuition Contract between the Hamilton Township Board of Education (sending District) and Atlantic County Special Services School District (receiving District) for eleven students for the 2018-2019 extended school year (20) days at a rate of \$110.00/per diem for a total cost of \$24, 200.00 plus an additional \$4,600.00 to provide a personal aide for two of the students.
20. To approve the grant salaries for the 2018-2019 school year, as per attachment Finance-20.
21. To approve Tuition Contracts with Atlantic County Special Services School District for the 2018-2019 school year in the following amounts:

Behavior Disabled	\$45,540.00 (1 student currently enrolled)
Multiply Disabled	\$40,140.00 (6 students currently enrolled)
Autistic	\$48,240.00 (1 student currently enrolled)
Severe Cognitive Impaired	\$39,960.00 (4 students currently enrolled)
Preschool Disabled	\$39,240.00 (2 students enrolled)
22. To approve a Clinical Experience Agreement between Atlantic County Institute of Technology (ACIT) and Hess School (LEA) to provide ACIT students, currently enrolled in the Medical

Assistant and IT programs the opportunity to receive certain clinical experience and training during the 2018-2019 school year, as per attachment Finance-22.

23. To approve FY2019 (School Year 2018-2019) Nonpublic School Technology Aid Budget and purchase orders, as per attachment Finance-23.

Roll Call Vote: All in favor: Mrs. Barr, Mr. Ciambrone, Ms. Erickson, Mrs. Francis, Mrs. Hassa, Mr. Haye, 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 a maternity leave of absence for Heather Jenigen, part-time, Shaner School Paraprofessional. Mrs. Jenigen is requesting to use sick leave from October 22, 2018 through October 31, 2018 and NJ Family Leave from November 1, 2018 through February 4, 2019 with a return to work date of February 5, 2019, as per attachment Administration-2.
3. To approve longevity in the amount of \$500.00 for Dawn Leek, Davies School Administrative Secretary, for the 2018-2019 school year.
4. To approve the following mentors for the 2018-2019 school year as follows:
 - Malika Green mentor for William Horner – Davies
 - Natalie James mentor for Heather

Foster – Shaner

5. To approve Kid's Corner staff for the 2018-2019 school year as follows:
 - Faye Fuller - \$12.00/hour
 - William Horner - \$12.00/hour
 - Natalie James - \$12.00/hour
 - Donna Maulone - \$12.00/hour
 - Brittany Pearl - \$12.00/hour
 - Kelly Petrucci - \$21.00/hour
6. To accept a resignation notice from Lashel Blunt, Davies School Paraprofessional September 4, 2018 with her last date of employment to be September 14, 2018, as per attachment Administration-6.
7. To approve start dates for the following staff members:
 - Cara Bluth, Hess School Vice Principal is September 12, 2018.
 - William Horner, Davies Teacher – September 1, 2018
 - Gabriella Spinella, Davies Psychologist - October 29, 2018
8. To approve Leanna Petrillo as a part-time, 10 month, 29 hours/week Hess School Paraprofessional for the period September 24, 2018 through June 30, 2019, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, as per attachment Administration-8.

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

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

9. To rescind offers of employment for the following part-time Paraprofessionals:

- Marie Lupton
- Danielle Eaton
- Kelsey Scioli
- Evelyn Morozzi

Previously approved August 27, 2018.

10. To approve the substitute Maintenance rate of \$15.00/hour.
11. To approve an unpaid leave of absence for Miosoti Espinal-Waller, Shaner School Paraprofessional on September 10, 2018, as per attachment Administration-11.
12. To approve an intermittent unpaid NJ Family Leave of Absence for Allison Baggstrom, Hess School part-time Paraprofessional for the 2018-2019 school year beginning September 12, 2018, as per attachment Administration-12.
13. To approve an unpaid leave of absence for Jennifer Schwandt, Hess School Paraprofessional for a half day on September 18, 2018 through September 21, 2018.
14. To approve an unpaid leave of absence for Deborah Kurtz, Hess School Paraprofessional for on September 20, 2018.
15. To approve Jessica Johnson as a full-time, Hess School teacher for the period October 17, 2018 through January 29, 2019, B.A., Step 1, with a total annual salary of \$51,910.00, pro-rated, as per attachment Administration-15.

Ms. Johnson is a replacement for Jessica Hanley who is on a maternity leave of absence.
16. To approve a fieldwork placement for a student from Atlantic Cape Community College, as per attachment Administration-16.

17. To approve Roxann Bryant as the Interim Director of Curriculum and Instruction from approximately September 24, 2018 through January 18, 2019, at the rate of \$400.00/per diem, as per attachment Administration-17.

Ms. Bryant is a replacement for Lisa Dagit who will be on a medical leave of absence.
18. To approve homebound instruction for the 2018-2019 school year, as per attachment Administration-18.
19. To approve Alexandra Gould as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the 2018-2019 school year, with a start date to be determined, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, as per attachment Administration-19.
20. To approve Lema Nader as a part-time, 10 month, 29 hours/week Shaner School Paraprofessional for the 2018-2019 school year, with a start date to be determined, Paraprofessional Guide, Step 1, with a total annual salary of \$17,620.00, pro-rated, as per attachment Administration-20.

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

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

21. To approve a Job Description for a Grants Program Coordinator, as per attachment Administration-21..
22. To approve a maternity leave of absence for Sarah Brown, Davies School teacher. Mrs. Brown is requesting to use her sick days from January 2, 2019 through January 22, 2019 and NJ Family Leave from January 23, 2019

through April 17, 2019 with a return to work date of April 18, 2019, as per attachment Administration-22.

23. To approve fieldwork placements for the 2018-2019 school year, as per attachment Administration-23.
24. To approve Matthew Maxwell as a full-time, Davies School teacher for the 2018-2019 school year for the period December 10, 2018 through June 30, 2019, B.A. +30, Step 3, with a total annual salary of \$54,794.00, pro-rated, as per attachment Administration-24.

Mr. Maxwell is a replacement for Beth Steinen.

25. To approve a PT Paraprofessional Position at Hess (Grades 4/5 LRC) and Position Control #24.04.06 BPA.
26. To approve Katherina Contino as a part-time, 10 month, 29 hours/week Hess School Paraprofessional for the 2018-2019 school year, with a start date to be determined, Paraprofessional Guide Step 3, with a total annual salary of \$18,020.00, pro-rated, as per attachment Administration-26.
27. To approve Shannon Hartey as a part-time, 10 month, 29 hours/week Davies School Paraprofessional for the 2018-2019 school year, with a start date to be determined, Paraprofessional Guide Step 4, with a total annual salary of \$18,340.00, pro-rated, as per attachment Administration-27.

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

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

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

1. To approve club/activity trips for the 2018-2019 school year, as per attachment Operations-1.
2. To approve a reciprocal arrangement between the Hess School and Woodview Estates to offer temporary shelter in the event of an emergency for the 2018-2019 school year, as per attachment Operations-2.
3. To approve a reciprocal arrangement between ACSSSD and the Hess Educational Complex to offer temporary shelter in the event of an emergency for the 2018-2019 school year, as per attachment Operations-3.
4. To approve a reciprocal arrangement between St. Vincent dePaul School and Shaner School to offer temporary shelter in the event of an emergency for the 2018-2019 school year, as per attachment Operations-4.
5. To approve a reciprocal arrangement between the William Davies Middle School and Oakcrest High School to offer temporary shelter in the event of an emergency for the 2018-2019 school year, as per attachment Operations-5.

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

Mr. Vogel updated the Board on the bus situation. We have been working to alleviate the problem of not having enough buses for afterschool activities.

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

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

1. To approve School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act Statement of Assurances as presented.

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

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

2. To approve 2018-2019 Board Goals, as per attachment New Business-2.

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

PUBLIC COMMENTS

Shannon Branca spoke to the Board regarding her child's bus. She feels the time the children are riding the bus is unacceptable. There are also issues with children walking in areas where there are no sidewalks or lighting.

Mr. Vogel is working on these issues.

Mrs. Dagit thanked the Board for finding a replacement for her while she will be out for a medical leave of absence.

Mr. Vogel referred back to Mrs. Branca's question regarding buses. He noted that 60% of the students live in a rural area. He will look into the situation further and get back to her.

ADJOURNMENT

The Hamilton Township Board of Education meeting adjourned at 7:53 p.m.

Anne-Marie Fala
School Business Administrator/Board Secretary