

Mays Landing, NJ  
May 23, 2016

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION  
HELD ON MAY 23, 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 6:05 p.m. in the Michael H. Duberson Memorial Library at the Davies Middle School by Mark A. Ritter.

**Call  
To  
Order**

**ROLL CALL**

The following members answered roll call: Mrs. Stephanie Buchanan, Mr. Greg Ciambro, Ms. Margaret Erickson, Mrs. Amy Hassa (arrived 6:10 p.m.), Mr. Derek Haye, Mr. James Higbee, Mrs. Barbara Kupp, Mr. Kim Melton, and Mr. Eric Aiken.

**Roll  
Call**

Absent: Mrs. Kim Melton

Also present were: Maryann Banks, Interim School Superintendent  
Mr. Mark A. Ritter, Interim School Business Administrator  
Mr. Eric Goldstein, Solicitor

**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:

- Personnel
- HIB Reports
- Litigation

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 50 minutes.

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

Mays Landing, NJ  
May 23, 2016

The Board entered into Executive session at 6:05 p.m.

The Board resumed the Regular meeting at 7:00 p.m.

**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 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**

Motion by Mr. Aiken, seconded by Mrs. Hassa, to approve the minutes of the regular and executive session minutes of the meeting of May 9, 2016.

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

**CORRESPONDENCE**

None

**PUBLIC COMMENTS**

None

**BOARD MEMBER COMMENTS**

Mrs. Hassa wanted to thank the Music Department for the incredible performances recently. She thanked them and their parents for all of their commitment and hard work. She also wanted to thank everyone involved in Space Night which was organized by Sue Burnetta. She noted what a huge

Mays Landing, NJ  
May 23, 2016

success this event was.

Mrs. Kupp also commented on the hard work and dedication of the Music Department. She also thanked the PTA for purchasing the trees to be planted in honor of Dr. Michelle Cappelluti who retired in December. Mrs. Kupp also commended Sue Burnetta and all of the people involved with Space Night.

Mr. Aiken noted the great performances given by the Music Department. Mr. Aiken also noted that the boys and girls track team had a fantastic season this year.

## **SUPERINTENDENT/STAFF REPORTS**

### (A) Information Items

#### 1. Dates to Remember

- a. May 26, 2016 – Academic Excellence Luncheon – Carriage House
- b. May 30, 2016 – Memorial Day – Schools Closed
- c. June 2, 2016 – Davies 8<sup>th</sup> Grade Awards Night – Davies Cafeteria – 7:00 p.m.
- d. June 9, 2016 – Davies 8<sup>th</sup> Grade Dinner Dance – Davies Cafeteria – 6:00-9:00 p.m.
- e. June 13, 2016 – Davies Eighth Grade Celebration Ceremony – 4:00 p.m.
- f. June 14, 2016 – Last Day of School
- g. June 20, 2016 – Curriculum Committee Meeting – Board Office – 8:00 a.m.
- h. June 27, 2016 – Board of Education Meeting – Davies School – 6:00 p.m. (Executive Session)- 7:00 p.m. (Public Session)

(B) Student Discipline Reports for the month of April, 2016, as per attachment XI-B.

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

### D. Presentation:

Read 180 Award to Davies School Student Laura Uccellini

Given by: Stephen Santilli, Principal  
William Davies Middle School

### (E) Presentation:

Region Honors Ensemble Students  
Given by: The Davies and Hess Music Departments

(F) Presentation:

In Recognition of the 2015 Hamilton Township  
District Retirees

Hess School

Janet Yunghans	12 years of service
Donna Mackleer	21 years of service

Davies School

Vicki Myers	16 years of service
Ellen Wetzal	27 years of service
Donna Franks	28 years of service
AnnMarie Benson	30 years of service

Shaner School

Linda Zarych	20 years of service
Virginia Fisher	23 years of service
Joann Haley	25 years of service

Randall Cannella (Maintenance)	25 years of service
Kathleen Dorofee (Food Service)	27 years of service
Dr. Michelle Cappelluti (Superintendent)	27 years of service

(G) Presentation:

In Recognition of the 2016 Teachers of the Year

Suzanne Burnetta	Shaner School
Laura Verzi-Aleszczyk	Hess School
Debora Conrad	Davies School

(H.) Presentation:

In Recognition of the 2016  
Education Service Professional of the Year

Ann Bucknam	Hess School
-------------	-------------

(I) Presentation:

In Recognition of the 2016  
Paraprofessional of the Year

Maureen Minton	Shaner School
Bonnie Repko	Hess School
Faye Fuller	Davies School

**XII. Committees and Recommendations**

**FACILITIES COMMITTEE - Mr. Ciambrone**

None

**CURRICULUM COMMITTEE – Mrs. Melton**

None

**FINANCE COMMITTEE – Mr. Haye**

Motion by Mr. Haye, 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 April, 2016. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of April, 2016, as per attachment Finance-1.
  
2. To approve the Board Secretary's Report for the period ending April 30, 2016. Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of April 30, 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, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

The following motions have been presented as informational items:

3. Interest Income for the month of April, 2016, as per attachment Finance-3.
  
4. Receipts for the month of April, 2016, as per attachment Finance-4.

Mays Landing, NJ  
May 23, 2016

5. Refunds for the month of April, 2016, as per attachment Finance-5.
6. Capital Reserve Interest for the month of April, 2016, as per attachment Finance-6.
7. Rental Income for the month of April, 2016, as per attachment Finance-7.
8. Miscellaneous Revenue for the month of April, 2016, as per attachment Finance-8.
9. The monthly Budget Summary Report for April, 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. Buchanan, to approve the following motion, as presented:

10. Motion 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, Mr. Higbee, Mrs. Kupp, and Mr. Aiken. (8-0-0)

The following item has been presented as an informational item:

11. Purchase orders issued for services, supplies and equipment in the amount of \$17,986.16, as per attachment Finance-11.

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

12. To approve the following bills and payroll in the total amount of \$398,788.79, as per attachment

Finance-12.

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$2,675.00
11	Current Expense	158,517.37
20	Special Revenue	25,971.28
50	Cafeteria	176,258.09
50	Kids' Corner	26,552.99
50	Community Education	8,072.47
50	Camp Blue Star	741.59

13. To approve two tuition contracts between the Hamilton Township Board of Education (sending district) and the Egg Harbor Township Board of Education (receiving district) for two DCP & P placement students for the 2015-2016 school year at a total cost of \$16,362.00.
14. To approve a tuition contract between the Hamilton Township Board of Education (sending district) and Y.A.L.E. School North (receiving district) for one student for the 2015-2016 school year for 83 days at a cost of \$240.54/diem for a total cost of \$19,964.82.
15. To approve Resolution #106 approving free meals for students at YALE North for the 2015-2016 and 2016-2017 school years, as per attachment Finance-15.
16. To approve a One-on-One Aide Agreement between the Hamilton Township Board of Education (sending district) and the Cape May County Special Services School District (receiving district) for a full time one-on-one aide for one student for the 2015-2016 school year for the period February 9, 2016 through June 30, 2016, at a total cost of \$17,750.00, pro-rated.

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

Mays Landing, NJ  
May 23, 2016

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

17. To approve an Agreement between Hamilton Township Board of Education and ACACIA Financial Group to provide continuing disclosure compliance services for the 2016-2017 school year for a total annual fee of \$500.00, as per attachment Finance-17.
18. To appoint Fraytak Veisz Hopkins Duthie, P.C. as the District's Architect of record for the period July 1, 2016 through June 30, 2017, as per attachment Finance-18.
19. To accept the Federal FY2017 (School Year 2016-2017) No Child Left Behind (NCLB) Grant Funds as indicated below:

<u>Title</u>	<u>Title Description</u>	<u>FY17 Total</u>
Title I	Basic Skills	\$645,222
Title IIA	Highly Qualified Teachers Professional Development Class Size Reduction	63,545
Title III	English Language Learners	<u>16,434</u>
		\$725,201

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

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

**All personnel actions are being taken by the recommendation of the Superintendent in accordance with 18A.**

Motioned by Mrs. Kupp, seconded by Mr. Haye, to approve the following motions as presented:

1. To approve district substitutes for the 2015-2016 school year, as per attachment Personnel-1.
2. To approve homebound instruction for the



2015-2016 school year, as per attachment  
Personnel-2.

3. To approve fieldwork placements for the 2016-2017 school year, as per attachment Personnel-3.
4. To approve Certificated staff for the 2016-2017 school year, as per attachment Personnel-4.

Tenured  
Non-Tenured

Salaries subject to change at the conclusion  
of contract negotiations.

5. To approve Administrative staff for the 2016-2017 school year, as per attachment Personnel-5.

Salaries subject to change at the conclusion  
of contract negotiations.

Roll Call Vote: All in favor #1, #2 and #3:  
Mrs. Buchanan, Mr. Ciambrone, Ms.  
Erickson, Mrs. Hassa, Mr. Haye, Mr. Higbee,  
Mrs. Kupp, and Mr. Aiken. (8-0-0)

Six in favor #4 and #5: Mrs. Buchanan, Ms.  
Erickson, Mrs. Hassa, Mr. Haye, Mrs. Kupp,  
and Mr. Aiken. Abstained: Mr. Ciambrone  
and Mr. Higbee. (6-0-2)

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

6. To approve district Supervisors for the 2016-2017 school year, as per attachment Personnel-6.

Salaries subject to change at the conclusion  
of contract negotiations.

7. To approve non-certificated staff for the 2016-2017 school year, as per attachment

Personnel-7.

Paraprofessionals – F/T-P/T  
Technology  
Maintenance  
Custodial  
Hess School Nurse, SRAO's, Transportation  
Specialist  
Secretaries and Certified Occupational  
Therapy Assistant (COTA)  
Food Service

Salaries subject to change at the conclusion  
of contract negotiations.

8. To approve Board office staff for the 2016-  
2017 school year, as per attachment  
Personnel-8.

Salaries subject to change at the conclusion  
of contract negotiations.

9. To approve a revised maternity leave of  
absence for Jennifer Laning, Davies School  
teacher. Mrs. Laning has requested to use  
her sick time from June 4, 2016 through June  
14, 2016, as per attachment Personnel-9.

Mrs. Laning's maternity leave of absence  
was previously approved on April 11, 2016.

Roll Call Vote: Seven in favor #6: Mrs.  
Buchanan, Ms. Erickson, Mrs. Hassa, Mr.  
Haye, Mr. Higbee, Mrs. Kupp, Mrs. Melton,  
and Mr. Aiken. Abstained: Mr. Ciambrone  
(7-0-1)

All in favor #7, #8 and #9: Mrs. Buchanan,  
Mr. Ciambrone, Ms. Erickson, Mrs. Hassa,  
Mr. Haye, Mr. Higbee, Mrs. Kupp, and Mr.  
Aiken. (8-0-0)

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

10. To accept a resignation from Jennifer

Laning, Davies School teacher effective May 11, 2016 with her last day of employment to be June 30, 2016, as per attachment Personnel-10.

11. To accept a resignation from Emily Walton, Davies School teacher effective May 12, 2016 with her last day of employment to be June 30, 2016, as per attachment Personnel-11.
12. To approve summer Child Study Team staff to attend IEP meetings at the rate of \$90.00/day, not to exceed 5 hours/day, in accordance with Special Education guidelines, as per attachment Personnel-12.
13. To approve Rigoberto Sanchez as a part-time, 12 month, 29.5 hours/week buildings and grounds maintenance employee for the period May 24, 2016 through June 30, 2016 and for the 2016-2017 school year, Maintenance Guide, Step 1, with a total annual salary of \$33,222.00, pro-rated for the 2015-2016 school year, as per attachment Personnel-13.

Salary subject to change for the 2016-2017 school year at the conclusion of contract negotiations.

Mr. Sanchez is a replacement for George Hess who has resigned.

14. To approve Marie Potenski as a full-time Supervisor of Custodians for the period June 6, 2016, 2016 through June 30, 2016 for the 2015-2016 school year and July 1, 2016 through June 30, 2017 for the 2016-2017 school year, with a total annual salary of \$48,000.00, pro-rated for the 2015-2016 school year, as per attachment Personnel-14.

Ms. Potenski is a replacement for Sean

Leidy.

2016-2017 salary subject to change at the conclusion of contract negotiations.

15. To approve the 2016 Shaner Summer Reading and Writing Program staff as follows at the rate of \$49.60/hour:

Tara Ties  
Beth Connor  
Jessica Newkirk

Substitutes:  
Suzanne Burnetta  
Stephanie Andrus  
Kristen Meiklejohn

Hourly rate subject to change for the 2016-2017 school year at the conclusion of contract negotiations.

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

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

16. To approve the following 2016 summer Swim staff:

Swim Instructors (at the rate of \$31.15/hour):

Jessica Fraone (Approved on 4/11/16 at the Lifeguard rate of \$12.00/hour)

Jose Quidachay

Summer Lifeguard (at the rate of \$10.00/hour):

Max Crispell

Camp Counselor (at the rate of \$12.00/hour):

Jessica Gillespie

17. To approve an intermittent unpaid New Jersey Family Leave of Absence for Barbara Anne Signorello, Hess School teacher for the 2015-2016 school year beginning May 18, 2016, as per attachment Personnel-17.
18. To approve an intermittent unpaid New Jersey Family Leave of Absence for Jeffrey Gildiner, Davies School teacher and Dorothy Gildiner, Shaner School teacher for the 2015-2016 school year beginning May 18 and 19, 2016, as per attachment Personnel-18. Both will share and not exceed the maximum number of days allowed by the NJ Family Leave law.
19. To approve an employment Contract for Mark A. Ritter, Interim Business Administrator for the period July 1, 2016 through August 31, 2016, as per attachment Personnel-19.

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

#### **POLICY COMMITTEE – Mrs. Buchanan**

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

1. To approve Policy #0155 – Board Committees on second reading.
2. To approve Policy #0167 – Participation in Board Meetings on second reading.
3. To approve Ppolicy #0168 – Recording Board Meetings on second reading.
4. To approve Policy #2422 – Health and Physical Education on second reading.

5. To abolish Policy #2425 – Physical Education on second reading.
6. To approve Policy #2431 – Athletic competition on second reading.
7. To approve Regulation #2431.2 – Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad on second reading.
8. To approve Policy and Regulations #5111 – Eligibility of Resident/Non-resident Students on second reading.
9. To approve Policy #5112 – Entrance Age on second reading.
10. To approve Policy and Regulation #5310 – Health Services on second reading.
11. To approve Policy and Regulation #5330.01 – Administration of Medical Marijuana on second reading.

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

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

12. To approve Policy and Regulation #5350 – Pupil Suicide on second reading.
13. To approve Regulation #7510 – Use of School Facilities on second reading.
14. To approve Policy and Regulation #8462 – Reporting Potentially Missing or Abused Children on second reading.
15. To approve Policy #8550 – Outstanding

Mays Landing, NJ  
May 23, 2016

Food Service Charges on second reading.

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

**TRANSPORTATION COMMITTEE – Mr. Higbee**

None

**RESOLUTIONS**

None

**SOLICITOR'S REPORT**

None

**UNFINISHED BUSINESS**

Mrs. Kupp asked if the Board would be getting the cost breakdown for Title I money spent for Springboard. Dr. Banks will look into this.

**NEW BUSINESS**

None

**PUBLIC COMMENTS**

Janine Richards, Treasurer of the PTA gave a quick overview of what the PTA has done this year. She thanked the students, parents and staff for all of their support during the year.

**ADJOURNMENT**

Motion by Mrs. Hassa , seconded by Ms. Erickson, to adjourn the meeting.

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

The Hamilton Township Board of Education meeting adjourned at 7:43

---

Mark A. Ritter,  
Interim Business Administrator